



FACILITIES MAINTENANCE AND MANAGEMENT

GSA SCHEDULE

FSC Group 03FAC	
Special Item No. 811-002	Complete Facilities Maintenance
Special Item No. 811-003	Complete Facilities Management
Special Item No. 811-004	Electrical, and Utility Services
Special Item No. 811-005	Refrigeration, Heating, Ventilation and Air Conditioning (HVAC) Maintenance
Special Item No. 371-001	Ground Maintenance
Special Item No. 371-002	Tree Planting, Trimming and Removal
Special Item No. 371-003	Pest Control

Contract Number:

GS-21F-0053U

Option Period:

March 26, 2008 to March 23, 2012

GSA Program Management Office

10687 Gaskins Way, Suite 101

Manassas, VA 20109

Phone: (703) 330-4121

Fax: (703) 330-4172

Web site: www.egginc.com

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! TM, a menu-driven database system. The INTERNET address for GSA Advantage! TM is <http://www.gsaadvantage.gov>

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INTRODUCTION



To create value in an environment
of ever accelerating change

More than 50 years of direct business and management support to a wide range of Government departments and agencies has resulted in noteworthy past performance ratings, personnel experienced in managing and improving complex programs, a reputation as an exceptional team integrator and partner, and exceptional performance results. As your best-value contractor and full-service partner, EG&G Technical Services, Inc., hereinafter referred to as EG&G, strives to satisfy your requirements and expectations and to achieve its vision.

Our key features and customer benefits are shown below.

EG&G is a broadly diversified, technology-based company that provides management, scientific, technical, engineering, and operations support services to customers worldwide. EG&G has a staff of more than 12,000 employees and annual sales exceeding \$1 billion.

Since its inception in 1947, EG&G has supported some of the nation's most sensitive and critically important programs of the Departments of Defense (DoD), Energy (DOE), Transportation (DOT), Treasury and Commerce and Federal agencies, including U.S. Customs Service, Federal Aviation Administration (FAA), National Aeronautics and Space Administration (NASA), Internal Revenue Service (IRS), National Science Foundation, National Oceanic and Atmospheric Administration (NOAA), and General Services Administration (GSA). Core strengths of the Company include engineering, logistics and scientific technical services, test and analysis and measurements, advanced engineering, efficient manufacturing techniques, and skillful management of large and complex facilities and projects.

Achieving effective solutions to the toughest, most pressing management, business, and technical problems is not a simple task. It requires an innovative and motivated work force, leadership committed to exceptional customer service, a commitment to performance excellence and services, and products designed to address the dynamic needs of the 21st century. EG&G's ability to quickly assemble and integrate a capable team to respond to a customer's need is a hallmark of EG&G.

EG&G Features	Customer Benefits
More than 50 years experience in "hands-on" management and technical support to a wide range of Government customers	➔ Historical big picture system/mission knowledge with aspirations for what <i>can be</i>
Decentralized organization with authority at the lowest level	➔ All decision-making authority resident at the GSA schedule level
National reputation as an ethical Government partner	➔ Responsible, responsive prime contractor
Active/interested corporate management	➔ Commitment, not idle promises
Dynamic team culture emphasizing customer partnering, subcontractor mentoring and community involvement	➔ A comprehensive, integrated, flexible and friendly work unit
Strong management processes based on extensive Indefinite Delivery/Indefinite Quantity (ID/IQ) contract experience	➔ Experienced ID/IQ prime contractor that can <i>hit the ground running</i> without an expensive learning curve
Results-oriented business and management approach and processes used in Government and commercial environments	➔ Proven management and business acumen to enhance customer capabilities
Customer-focused, process-based commitment to change—creating the future by improving on the past	➔ Continuous improvement of management, business and technical processes to support 21 st century missions

OUR COMMITMENT

EG&G'S COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

EG&G is a company renowned for quality services and products, superior technology, and financial strength. We earn trust by operating with integrity and by demonstrating our long-term commitment to the markets we serve. We provide powerful solutions by offering superior services, products, and support to our customers. EG&G offers unparalleled cross-industry expertise, opportunities to gain from synergies across business, and a commitment to provide ongoing support to individual customers and markets.

We understand the critical issues and challenges that are facing our customers, and we will work as committed partners to create innovative solutions. Our team of companies provides exceptional value by proactively helping to articulate your needs, and by responding quickly and effectively to support your success. We know that you take your responsibilities very seriously and you can count on us to do what we say.

EG&G strongly supports the participation of small business concerns in the Federal Supply Schedules Program. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

We will:

- actively seek and partner with small businesses.
- identify, qualify, mentor, and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
- develop and promote Company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
- undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business concerns to supply products and services to our Company.
- ensure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged and women-owned small businesses.
- attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase the number of small businesses with whom to partner.
- publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create electronic delivery orders are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is: <https://www.gsaadvantage.gov>

Schedule Title: Facilities Maintenance and Management

Solicitation Number: 6FEC-E6-030292 (REFRESH 8)

FSC Class(es): 03-FAC

Contract Number: GS-21F-0053U

Ordering Information: For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <https://fss.gsa.gov>

Contract Period: March 26, 2008 to March 23, 2013

Contractor's Address: EG&G Technical Services, Inc.
900 Clopper Road, Suite 200
Gaithersburg, MD 20878
703-330-4121

Contractor Web Address: www.egginc.com

Contract Administration POC: Ms. Sharon M. Low
GSA Order Administrator
EG&G Technical Services, Inc.
10687 Gaskins Way, Suite 101
Manassas, VA 20109
Phone: (703) 330-4142
Facsimile: (703) 330-4172
Email: slow@egginc.com

Alternate POC: Mr. Scott Davidson
EG&G Technical Services, Inc.
10687 Gaskins Way, Suite 101
Manassas, VA 20109
Phone: (301) 258-6563
Facsimile: (703) 330-4172
Email: sdavidson@egginc.com

Business Size: Large – SIC 8744

CUSTOMER INFORMATION

- | | |
|--|---|
| <p>1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s). See Price List.</p> <p>1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer should show the range of the lowest price, and cite the areas to which the prices apply. Not applicable.</p> <p>1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See Labor Category Descriptions.</p> <p>2. Maximum order. \$1,000,000.00</p> <p>3. Minimum order. \$100.00</p> <p>4. Geographic coverage (delivery area). All geographic areas.</p> <p>5. Point(s) of production (city, county, and State or foreign country). As negotiated in order. EG&G facilities are listed in the table on page 6.</p> <p>6. Discount from list prices or statement of net price. A "Spot Reduction Discount" may be negotiated for orders over the maximum order value.</p> <p>7. Quantity discounts. None</p> <p>8. Prompt payment terms. Net 30</p> <p>9a. Notification that Government purchase cards are accepted at or below the micropurchase threshold. Accepted</p> <p>9b. Notification whether Government purchase cards are accepted or not accepted above the micropurchase threshold. Accepted</p> <p>10. Foreign items (list items by country of origin). Not applicable.</p> | <p>11a. Time of delivery. (Contractor inserts number of days.) 30 days after order or as negotiated in order.</p> <p>11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. Not Applicable.</p> <p>11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery is available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. Overnight and 2-day delivery is available if negotiated in order.</p> <p>11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery. Please contact our representative to effect a faster delivery.</p> <p>12. F.O.B. point(s). All completed performance will be made FOB destination within Continental United States (CONUS). An additional charge (applicable labor and Joint Travel Regulations (JTR) travel and per diem) will be included in the negotiations of each order, as requested by the Government for EG&G representation for on-site inspection, acceptance testing and/or installations CONUS and Outside Continental United States (OCONUS) shipments made FOB Destination to U.S. Government designated shipping points.</p> <p>13a. Ordering address(es).
EG&G Technical Services, Inc.
10687 Gaskins Way, Suite 101
Manassas, Virginia 20109</p> <p>13b. Ordering procedures. For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.</p> <p>14. Payment address (es).
EG&G Technical Services, Inc.
Dept. 891042
P.O. Box 121042
Dallas, TX 75312-1042</p> |
|--|---|

15. Warranty provision. **None**
16. Export packing charges, if applicable. **Not applicable.**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **None**
18. Terms and conditions of rental, maintenance, and repair (if applicable). **Not applicable.**
19. Terms and conditions of installation (if applicable). **Not applicable.**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Not applicable.**
- 20a. Terms and conditions for any other services (if applicable). **Not applicable.**
21. List of service and distribution points (if applicable). **Not applicable.**
22. List of participating dealers (if applicable). **Not applicable.**
23. Preventive maintenance (if applicable). **Not applicable.**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **Not applicable.**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contractor's Web site or other location). The EIT standards can be found at www.Section508.gov/. **Section 508 requirements will be addressed on a case-by-case basis for individual Delivery Orders and/or BPA's.** In the event Section 508 applies to individual Delivery Orders or BPA's, and no exception is present in the Delivery Order or BPA solicitation, the Delivery Order or BPA shall specify the ordering agency's compliance strategy (selection of technical performance standards/requirements and/or technologies to be used, based upon the agency's market research), as provided for under the Rehabilitation Act and FAR Final Rule, in order for EG&G to appropriately develop and cost a technical approach that is responsive to Section 508 requirements of the individual Delivery Order or BPA. The EIT standard can be found at www.Section508.gov/.
25. Data Universal Number System (DUNS) number. **083070925**
26. Notification regarding registration in Central Contractor Registration (CCR) database. **EG&G Technical Services, Inc., has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) Web site at <http://orca.bpn.gov>. After reviewing the ORCA database information, EG&G Technical Services, Inc., verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the last 12 months; are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer; and are incorporated in this offer by reference (see FAR 4.1201).**

EG&G PARTICIPATING FACILITIES	
P.O. Box 5396 Ft. McClelland, AL 38205	601 East 12 Street Kansas City, MO 64106
4910 Corporate Drive, Suite C Huntsville, AL 35805	600 Distribution Boulevard Edison, NJ 08817
55 Bodeg Drive Nogales, AZ 85621	P.O. Box 9100 Albuquerque, NM 87119
2366 E. Pacifica Place Rancho Dominguez, CA 90220	P.O. Box 93747 Las Vegas, NV 89193-3747
3954 Murphy Canyon Road, Suite D102 San Diego, CA 92123	Calle Recinto Sur 301, Suite 703 Corudoming Bollordo San Juan, PR 00901
P.O. Box 5307 Vandenberg AFB, CA 93437	Two Corporate Park, 3rd Floor Newport Corporate Park Middletown, RI 02842-6294
29568 Union City Boulevard Union City, CA 94587	102 Spring Hall Drive, Unit A Goose Creek, SC 29445
349B Mitchell Street Groton, CT 06340	280 Dover Street, Building 1537, Door 23A San Antonio, TX 78246
1173 NW 159th Drive, Sunshine State Int'l Park Miami, FL 33169	5900 Luckett Court El Paso, TX 79932
5103 Rio Vista Avenue Tampa, FL 33634	1325 South Creek, Unit 800 Houston, TX 77084
400 West Central Boulevard Cape Canaveral, FL 32920	2604 Guadalupe Laredo, TX 78043
1140 Commerce Road, c/o Advanced Dist. Morrow, GA 30260	143 Billy Mitchell Boulevard., Building 43, Suite 6 Kelly Air Force Base, TX 78241-6016
P.O. Box 3321 Idaho Falls, ID 83403-3321	2450 Crystal Drive, Suite 800/900 Arlington, VA 22202
479 West Fullerton Avenue Elmherst, IL 60126-2250	16156 Dahlgren Road, P.O. Box 552 Dahlgren, VA 22448-0552
Route 6, Box 18 Bloomfield, IN 47424	7845 Ashton Avenue Manassas, VA 20109
1821 Commercial Drive, Unit M Harvey, LA 70058	P.O. Box 65612 Hampton, VA 23665
900 Clopper Road, Suite 200 Gaithersburg, MD 20878	10687 Gaskins Way, Suite 101 Manassas, VA 20109
9639 Doctor Perry Road, Suite 214S Ijamsville, MD 21754-8758	4565 Progress Road, Suite 1C Norfolk, VA 23502
4401 Indian Head Highway, Suite 2 Indian Head, MD 20640	Wallops Flight Facility, Building N-149, E. Rm 203 Wallops Island, VA 23337-1114
22289 Exploration Drive, Suite 304 Lexington Park, MD 20653	3600 Pointe Center Court, Suite 150 Dumfries, VA 22026
1325 East West Highway, Station 17205 Silver Spring, MD 20910	830 Industry Drive Tukwil, WA 98188
55 Broadway, DTS 927 Cambridge, MA 02142	3604 Collins Ferry Road Morgantown, WV 26505-2353
44920 Vic Wertz Drive Clinton Township, MI 48036	11600 Stark Road Tooele, UT 84074

TERMS AND CONDITIONS APPLICABLE TO FACILITIES MAINTENANCE AND MANAGEMENT

1.0 SCOPE

Services provided under Special Item Numbers 811-02, 811-03, 811-04, 811-05, 371-001, 371-002, and 371-003 Facilities Maintenance and Management Services apply to all Federal agencies, both civilian and Defense.

The prices, terms and conditions stated under Special Item Numbers 811-02, 811-03, 811-04, 811-05, 371-001, 371-002, and 371-003 apply exclusively to Facilities Maintenance and Management Services within the scope of this Schedule.

EG&G shall provide services at EG&G's facility and/or at the Government location, as agreed to by EG&G and the ordering office. "On-site" pricing schedules reflect work to be performed at EG&G's facilities; "off-site" pricing reflects work performed at customer locations. An adjusted rate is required for services to be performed in the geographic areas of Hawaii, Alaska and the Commonwealth of Puerto Rico.

2.0 ORDERING PROCEDURES

2.1 Procedures for Facilities Maintenance and Management Services Priced on GSA Schedule at Hourly Rates

2.1.1 GSA has determined that the rates for Facilities Maintenance and Management Services contained in this price list are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm fixed price or ceiling price is fair and reasonable.

2.1.2 When ordering Facilities Maintenance and Management Services, ordering offices shall prepare a Request for Proposal (RFP). The ordering office shall:

Prepare a performance-based Statement of Work (SOW) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (security clearances, travel, special knowledge, etc.).

Prepare an RFP that includes the performance-based SOW and requests EG&G to submit either a firm fixed price or a ceiling price to provide the services outlined in the SOW. A firm fixed-price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or

duration of the work or to anticipate costs with any reasonable degree of confidence. When such a determination is made, a labor-hour or time-and-materials proposal may be requested. The firm fixed price shall be based on the hourly rates in the Schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the SOW. The firm fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel Regulations or JTR. A ceiling price must be established for labor-hour and time-and-materials orders.

The RFP may request that EG&G submit, if necessary or appropriate, a project plan for performing the task and information on EG&G's experience and/or past performance performing similar tasks.

The RFP shall notify EG&G of the basis to be used for selecting the Schedule Contractor to receive the order. The notice shall include the basis for determining whether EG&G is technically qualified and provides an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to Schedule contractors who are small business concerns, the RFP shall notify EG&G that this will be the case.

In addition, when ordering Facilities Maintenance and Management Services, ordering offices shall transmit the RFP to Contractors as follows:

Based on an initial evaluation of catalogs and pricelists, the ordering office should notify EG&G that it appears to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractor locations, as appropriate).

The RFP should be sent to three contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the RFP should be provided to additional contractors who offer services that will meet the agency's needs. Ordering offices should strive to minimize EG&G's costs associated with responding to RFPs for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

After responses have been evaluated against the factors identified in the RFP, the order should be placed with the Schedule Contractor who represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

Agencies may use written orders, Electronic Data Interchange (EDI) orders, Blanket Purchase Agreements (BPAs), individual purchase orders, or task orders for ordering services under this contract.

All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

2.1.3 Establishment of Federal Supply Schedule (FSS) BPAs for recurring services is permitted (FAR 8.404) when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts.

When establishing BPAs, ordering offices shall inform contractors in the RFP (based on the agency's requirement) whether a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the Schedule Contractor to be awarded the BPAs.

Single BPA. Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The Schedule Contractor who represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

Multiple BPAs. When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedure in 2.1.2 above, and then place the order with the Schedule Contractor who represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

Ordering offices shall also review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special

qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

BPAs shall not extend beyond the end of the contract period; all services and deliveries shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks that extend beyond the fiscal year for which funds are available shall include Federal Acquisition Regulation (FAR) 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

2.1.4 The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm fixed price or ceiling price.

2.1.5 When the ordering office's requirement involves products as well as Facilities Maintenance and Management Services, the ordering office should total the prices for the products and the firm fixed price for the services, and select the Schedule Contractor that represents the greatest value in terms of meeting the agency's total needs.

2.1.6 The ordering office should, at a minimum, document orders by identifying EG&G as the source from which the services were purchased, and listing the services purchased and the amount paid. If other than a firm fixed-price order is placed, such documentation should include the basis for the determination to use a labor-hour, or time-and-materials order. For agency requirements in excess of the micropurchase threshold, the order file should document the evaluation of Schedule Contractors' proposals that formed the basis for selecting the Schedule Contractor that received the order and the rationale for any trade-offs made in making the selection.

2.2 Ordering Procedures for Other Services Available on Schedule at Fixed Prices for Specifically Defined Services or Tasks

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with Subpart 19.5. GSA has already determined the prices of items under Schedule contracts to be fair and reasonable. By placing an order against a Schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative

(considering price, special features, administrative costs, etc.) to meet the Government's needs.

2.2.1 Orders placed at or below the micropurchase threshold. Ordering offices can place orders at or below the micropurchase threshold with any Federal Supply Schedule Contractor.

2.2.2 Orders exceeding the micropurchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the "GSA Advantage!" online shopping service, or by reviewing the catalogs/price lists of at least three Schedule Contractors and selecting the delivery and other options available under the Schedule that meet the agency's needs. In selecting the service representing the best value, the ordering office may consider (i) special features of the service that are required in effective program performance and that are not provided by a comparable service, and (ii) past performance.

2.2.3 Orders exceeding the maximum order threshold. Each Schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph 2.2 above, and before placing an order that exceeds the maximum order threshold, ordering offices shall—

Review additional Schedule Contractors' catalogs/price lists or use the "GSA Advantage!" online shopping service.

Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors).

After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, EG&G may (1) offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations); (2) offer the lowest price available under the contract; or (3) decline the order (orders must be returned in accordance with FAR 52.216-19).

2.2.4 Price reductions. In addition to the circumstances outlined in paragraph 2.2.3, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all Schedule users a price reduction extended only to an individual agency for a specific order.

2.2.5 Small business. For orders exceeding the micropurchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

2.2.6 Documentation. Orders should be documented, at a minimum, by identifying EG&G as the source from which the item was purchased, and listing the item purchased and the amount paid. If an agency requirement in excess of the micropurchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

2.3 Purchase of Incidental, Non-Schedule Items

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

3.0 SECURITY REQUIREMENTS

In the event security requirements are necessary, the ordering activities may incorporate, in their Delivery Orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed \$100,000 or 10 percent of the total dollar value of the order, whichever is less.

4.0 PERFORMANCE OF SERVICES

EG&G shall commence performance of services on the date agreed to by EG&G and the ordering office.

EG&G agrees to render services only during normal working hours, unless otherwise agreed to by EG&G and the ordering office.

EG&G guarantees the satisfactory completion of the Facilities Maintenance and Management Services performed under the Task Order and that all contract personnel used in the performance of Facilities Maintenance and Management Services under the Task Order shall have the education, experience, and expertise as stated in the task order.

Any contractor travel required in the performance of Facilities Maintenance and Management Services must comply with the Federal Travel Regulations or JTRs, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all contractor travel. Contractors cannot use GSA city pair contracts.

5.0 INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm fixed-price orders placed under this contract. The Inspection Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

6.0 RESPONSIBILITIES OF EG&G

EG&G shall comply with all laws, ordinances, and regulations (Federal, State, city, or otherwise) covering work of this character.

7.0 RESPONSIBILITIES OF THE GOVERNMENT

Subject to security regulations, the ordering office shall permit contractor access to all facilities necessary to perform the requisite Facilities Maintenance and Management Services.

8.0 INDEPENDENT CONTRACTOR

All Facilities Maintenance and Management Services performed by EG&G under the terms of this contract shall be as an independent contractor, and not as an agent or employee of the Government.

9.0 ORGANIZATIONAL CONFLICTS OF INTEREST

9.1 Definitions

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to EG&G, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, consultants and any joint venture involving EG&G; any entity into or with which EG&G subsequently merges or affiliates; or any other successor or assignee of EG&G.

An “organizational conflict of interest” exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by EG&G and its affiliates, may either (i) result in an unfair competitive advantage to EG&G or its affiliates, or (ii) impair the objectivity of EG&G or its affiliates in performing contract work.

To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on EG&G, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against Schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the Schedule contract. Examples of situations that may require restrictions are provided at FAR 9.508.

10.0 EG&G’S COMMITMENTS, WARRANTIES AND REPRESENTATIONS

For the purpose of this contract, commitments, warranties, and representations include the following, in addition to those agreed to for the entire Schedule contract:

Time of delivery/installation quotations for individual orders

Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements that result in orders under this Schedule contract

Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by EG&G

The above is not intended to encompass items not currently covered by the GSA Schedule contract.

11.0 OVERSEAS ACTIVITIES

Prices offered include delivery to destinations located within the 48 contiguous States and the District of Columbia. The prices offered do not include delivery

FOB destinations in Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations as specified.

When deliveries are made to destinations outside the 48 contiguous States; i.e., Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations as specified, the following conditions will apply:

Delivery will be FOB inland carrier, point of exportation (FAR 52.247-38), with the transportation charges to be paid by the Government from point of exportation to destination in Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations specified, as designated by the ordering office. The contractor shall add the actual cost of transportation to destination from the point of exportation in the 48 contiguous States nearest to the designated destination. Such costs will, in all cases, be based upon the lowest regularly established rates on file with the Interstate Commerce Commission, the U.S. Maritime Commission (if shipped by water), or any State regulatory body, or those published by the U.S. Postal Service, and must be supported by paid freight or express receipt or by a statement of parcel post charges, including weight of shipment.

The right is reserved to ordering agencies to furnish Government bills of lading.

Ordering offices will be required to pay differential between freight charges and express charges where express deliveries are desired by the Government.

Upon request of the contractor, the Government may provide the contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government support will be provided on a reimbursable basis, and will only be provided to the contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

12.0 INVOICES

EG&G, upon completion of the work ordered, shall submit invoices for Facilities Maintenance and Management Services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

13.0 PAYMENTS

For firm fixed-price orders, the Government shall pay EG&G, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall

be made only when authorized by the order. For time-and-materials orders, the Payments Under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

14.0 RESUMES

Resumes shall be provided to the GSA Contracting Officer (CO) or the user agency upon request.

15.0 INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

16.0 APPROVAL OF SUBCONTRACTS

The ordering activity may require that EG&G receive written consent from the ordering activity's CO before placing any subcontract for furnishing any of the work called for in a Task Order.

17.0 CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule Contractors may use Contractor Team Arrangements (see FAR 9.6) to provide solutions when responding to a customer agency requirement. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules.

18.0 SECTION 508 COMPLIANCE

Section 508 requirements will be addressed on a case-by-case basis for individual Delivery Orders and/or BPAs. In the event Section 508 applies to individual Delivery Orders or BPAs, and no exception is present in the Delivery Order or BPA solicitation, the Delivery Order or BPA shall specify the ordering agency's compliance strategy (selection of technical performance standards/requirements and/or technologies to be used, based upon the agency's market research), as provided for under the Rehabilitation Act and FAR Final Rule, in order for EG&G to appropriately develop and cost a technical approach that is responsive to Section 508 requirements of the individual Delivery Order or BPA. The Electronic and Information Technology (EIT) standard can be found at www.Section508.gov.

19.0 MAKING A MEASURABLE DIFFERENCE

Government and industry are under enormous pressure to improve their products and services as cost and

efficiency become the major drivers in an increasingly competitive world. Decision-makers need useful information—the complete management, business, cost, schedule, technical and risk “big picture”—to support sensible and expedient decisions.

Our personnel have built and refined data gathering, problem solving, and process improvement expertise for more than 50 years. Our business management, engineering, information technology, acquisition streamlining, data management, and scientific skills yield innovative solutions to customers’ highly complex problems in the rapidly changing, technically demanding global economy.

20.0 OUR COMMITMENT

EG&G is a company renowned for quality services and products, superior technology, and financial strength. We earn trust by operating with integrity and by demonstrating our long-term commitment to the markets we serve. We provide powerful solutions by offering superior services, products, and support to our customers. EG&G offers unparalleled cross-industry expertise, opportunities to gain from synergies across businesses, and a commitment to provide ongoing support to individual customers and markets.

We understand the critical issues and challenges that are facing our customers and we will work as committed partners to create innovative solutions. Our team of companies provides exceptional value by proactively helping to articulate your needs, and by responding quickly and effectively to support your success. We know that you take your responsibilities very seriously and you can count on us to do what we say.

21.0 PURPOSE AND OBJECTIVES

Many Federal Government agencies require facilities maintenance and management services and related products in order to supply material and other resources to meet their mission in a timely, efficient, and cost-effective manner. Our goal is to help agencies utilize the latest concepts, methods, and technology in material and resource distribution in order to achieve efficient operations while providing improved customer service.

EG&G shall provide facilities maintenance and management services to agencies as specified in task orders under this FSS.

EG&G can provide all resources, including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of services and products as specified in each task order.

SIN 811-02 Complete Facilities Maintenance

Services are 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; and energy audit services.

SIN 811-03 Complete Facilities 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.

SIN 811-04 Electrical and all Utility Services, Limited to Facility Maintenance

Services include all labor, materials, tools, equipment and supervision necessary to supply and deliver firm uninterrupted electrical energy and utility services necessary to meet the Government's needs. Resulting contracts could be responsible for the operation, maintenance, repair, future upgrades, and future utility system replacements labor, materials, tools, and equipment necessary to own, maintain and operate the utility system(s) and shall manage the maintenance, repairs, replacement, etc., of the system(s) to ensure continuous, adequate, and dependable service for each Government or tenant, including electrical, telephone,

gas and water utility service, drinking water and waste water services. For procurement of natural gas and/or electricity and other energy-related services, refer to the Energy Management Schedule.

SIN 811-05 Refrigeration and Heating, Ventilation and Air Conditioning (HVAC) Maintenance

Services are related to providing heating and ventilation services. Services 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 operation of refrigeration and HVAC systems.

SIN 371-001 Grounds Maintenance

Services include but are not limited to the planning, development, maintenance, management and operations, for grounds maintenance at or on Federal facilities and/or properties. These services involve mowing, planting, seeding, fertilizing, raking,

mulching, watering, pruning, weeding, aerating, and all services related to grounds maintenance. This can include cemetery maintenance, but this is limited to grounds maintenance only.

SIN 371-002 Tree Planting, Trimming and Removal

Services include but are not limited to the planning, development, management, operation, and maintenance of trees on Federal facilities and/or properties. These services involve planting, trimming, removal and mulching and all other services relating to tree planting/trimming/removal.

SIN 371-003 Pest Control

Services include but are not limited to planning, development, management, operations and maintenance for pest control and removal at or on Federal facilities and/or properties. These services involve applications of pesticides, trapping and/or removal of pests.

FACILITIES MAINTENANCE AND MANAGEMENT EG&G LABOR CATEGORY DESCRIPTIONS

Administrative Specialist 1

Job Specification: High school diploma and 1 year experience or equivalent. Requires operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

1. Word process correspondence and standard reports; proof material.
2. Maintain files and records.
3. Answer telephone and greet internal/external customers.
4. Coordinate meetings, schedules, and travel arrangements.
5. Distribute, tabulate and enter time sheets, and staff expenses.
6. Read and route mail.
7. Perform all other position-related duties as assigned or requested.

Administrative Specialist 2

Job Specification: High school diploma and 3 years job-related experience or equivalent. Requires operating application software including word processing and spreadsheet programs. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

1. Word process correspondence and reports; proof material.
2. Maintain files and records.
3. Perform data entry into databases.
4. Coordinate meetings, schedules, and travel arrangement.
5. Distribute, tabulate and enter time sheets and staff expenses.
6. Read, screen, and route mail. Respond to routine inquiries.
7. Screen and direct incoming telephone calls. Respond to routine requests for information.

8. Maintain departmental files and recurring reports. Requisition supplies and services as required.
9. This position may have responsibilities that include coordinating paperwork, conducting new hire orientations, answering employees' questions, and obtaining assistance from the Human Resources Department.
10. Perform all other position-related duties as assigned or requested.

Administrative Specialist 3

Job Specification: High school diploma and at least 5 years job-related experience or equivalent. Requires advanced capability operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

1. Manage the administrative and secretarial day-to-day activities, including but not limited to providing required support to department members, ordering supplies and materials, coordinating any service or maintenance requirements, and handling office issues as required.
2. Prepare, proofread and distribute letters, reports, briefings, proposals and other correspondence. Also, prepare special or on-time reports, summaries, analyses, or replies to inquiries under general direction.
3. Prepare and maintain word processing, spreadsheets, databases, and/or other software files and information.
4. Answer, screen, and direct incoming telephone calls. Respond to routine and non-routine inquiries as appropriate.
5. Schedule appointments, make travel plans, arrange meetings, and prepare required materials. May attend meetings and record and report on proceedings.
6. Organize and maintain departmental files. Open, review and distribute incoming mail. Prepare and ship outgoing mail.
7. May distribute, tabulate and enter time sheets and staff expense reports.
8. Perform all other position-related duties as assigned or requested.

Administrative Specialist 4

Job Specification: Bachelor's degree in Business Administration or a related field and at least 7 years job-related experience or equivalent. Requires operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

1. Manage the office of a member of a specified manager(s)/director(s).
2. Prepare unusual reports including the gathering of information and data, analyzing, organizing, and presenting in a logical, persuasive manner the conclusions of the information.
3. Read, understand and bring to management attention items requiring attention from the variety of data and reports sent to the office for action.
4. Gather data from various sources and synthesize the options for action from that data, for the decision-making process.
5. Represent the point of view of the Director(s) or Manager(s), when assigned to substitute for him/her in meetings or public events.
6. In concert with the Director(s) or Manager(s), design and implement the necessary business processes to cause the effective functioning of the office.
7. Prepare, proofread and distribute correspondence. Compose own correspondence as well as correspondence for signature, including the execution and distribution of reports. Also, prepare special or one-time reports, summaries, or replies to inquiries under general direction.
8. Screen, direct, and handle incoming telephone calls and requests. Respond to inquiries, exercising significant initiative and judgment based on knowledge of policies and procedures, including answering customer inquiries and acting as a liaison.
9. Open, review and process correspondence and other incoming information.
10. Organize and maintain departmental files in accordance with applicable procedures.
11. Conduct data entry input and generate reports as required. Also, create and maintain spreadsheets and other databases as required.
12. Schedule appointments, arrange meetings, and prepare required materials. May attend meetings and record and report on proceedings.

13. Perform all other position-related duties as assigned or requested.

Clerk 1

Job Specification: High school diploma or equivalent and no job-related experience. Requires some knowledge of operating software programs. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

1. Operate photocopier(s) and other office machines; operate computer to input, process, and retrieve data.
2. Track department purchase orders, maintain records, and distribute mail.
3. Order department supplies.
4. Act as Company courier or receptionist.
5. Assist in one or more of the following functions: accounting, purchasing, marketing, office services, and security.
6. Prepare and submit reports, invoices, vouchers, and other documents.
7. Perform all other position-related duties as assigned or requested.

Clerk 2

Job Specification: High school diploma or equivalent and at least 1 year of job-related experience or equivalent. Requires some knowledge of operating software programs. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

1. Schedule daily workflow and ensure coordination of completed projects.
2. May interface with customers to provide status reports and information as required.
3. Operate photocopy machinery and coordinate complete document reproduction.
4. Perform and coordinate duties in one or more of the following areas: accounting, purchasing, marketing, office services, and security.
5. Process, input and retrieve data, and manage databases, as required.
6. Perform all other position-related duties as assigned or requested.

Clerk 3

Job Specification: High school diploma or equivalent and at least 3 years job-related experience or equivalent. Requires some knowledge of computer operating software programs. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

1. Perform all duties of Clerk 2, which includes routine but varied clerical duties in accordance with standard procedures. Maintain records and databases, prepare forms, verify information, and resolve problems.
2. May train lower level clerks.
3. May delegate work and oversee completion to ensure on-time delivery.
4. Operate electronic data processing equipment and computer software relative to work being performed.
5. Generate charts, graphs, and reporting documents.
6. Interview vendors' representatives, and negotiate purchases with respect to prices, discounts, quality, quantity, and delivery.
7. Direct and perform follow-up work on orders, check goods received to insure vendors' compliance and approve bills for payment.
8. Perform all other position-related duties as assigned or requested.

Clerk 4

Job Specification: Requires a minimum of 2 years related experience and demonstrated ability to work with all of the software in Microsoft Office. Requires the ability to produce reports and business correspondence; to read, analyze and interpret business manuals, technical procedures and Company policy and procedures; and to effectively communicate with coworkers and vendors. Requires the ability to apply basic math concepts such as fractions, ratios, and percentages and the ability to define problems, collect data and establish facts. Demonstrated knowledge of receipt transaction processing and discrepancy procedures. Demonstrated knowledge of applicable guidelines, methods, policies, procedures, regulations, and techniques required to conduct extensive searches for required information. Demonstrated knowledge of computer codes and terminology used to properly process transactions. Ability to maintain confidentiality is essential. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

1. Input data to control and process a wide variety of invoices.
2. Perform research to resolve invoice documentation discrepancies.
3. Coordinate with Program Managers.
4. Use and prepare a wide variety of data input to update and correct computer records.
5. Comply and produce reports as required by management.
6. May perform other duties as assigned.
7. Perform all other position-related duties as assigned or requested.

Computer Operator 1

Job Specification: Vocational/technical training beyond high school and no job-related experience. Good communications and analytical skills; demonstrated working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

1. Interpret program requirements, audit auxiliary peripheral units to ascertain correctness of input data, and check condition and arrangement of tapes.
2. Gather data for various reports required by accounting and management or for engineering/scientific applications.
3. Compile programs for programmers as required.
4. Organize the input and output of data from the computer.
5. Investigate and locate source of non-standard irregularities; analyze and recover program operations in complex error situations.
6. Write minor operational programs.
7. Assist in the maintenance and inventory control of computer equipment.
8. Comply with computer operation standards and procedures.
9. Comply with all applicable and relative environmental safety and health policies, procedures, directives and orders.

10. Perform all other position-related duties as assigned or requested.

Computer Operator 2

Job Specification: Vocational/technical training beyond high school and over 1 and up to 3 years job-related experience or equivalent. Excellent communications and analytical skills; demonstrated working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

1. Interpret program requirements, audit auxiliary peripheral units to ascertain correctness of input data, and check condition and arrangement of tapes.
2. Gather data for various reports required by accounting and management or for engineering/scientific applications.
3. Compile programs for programmers as required.
4. Organize the input and output of data from the computer.
5. Investigate and locate source of non-standard irregularities; analyze and recover program operations in complex error situations.
6. Write minor operational programs.
7. Assist in the maintenance and inventory control of computer equipment.
8. Comply with computer operation standards and procedures.
9. Provide point of contact for computer users and informal training to new account users.
10. Install and terminate computer accounts, modify computer account, password, privilege, and other setups.
11. Perform all other position-related duties as assigned or requested.

Configuration Management Analyst 1

Job Specification: Bachelor's degree in Business/Engineering/Logistics or related field and at least 5 years job-related experience or equivalent. Additional years of experience may be substituted for years of education. Excellent communication and analytical skills; working knowledge of computer systems and integrated software applications. Position may require

travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide and coordinate program acquisition, engineering, logistics, and configuration management planning and coordination support to customer configuration manager(s). Supervise activities and tasks across multiple acquisition and in-service support programs for configuration management planning, identification, change control, audit/verification, and status accounting. Conduct analyses, studies, process development, problem identification and resolution, requirements definition, program planning and implementation. Prepare correspondence, plans, and reports for assigned program(s) and customer(s).

1. Research and analyze issues and problems in acquisition, engineering design changes, change impacts to design interface, cost, and logistics; determine alternatives; and recommend approaches/solutions.
2. Collaborate daily with customer(s) to define, coordinate, and track the status of multi-program tasks, engineering changes and change instructions; maintain metrics and advise on technical and configuration management planning and implementation.
3. Develop and/or review program reports, technical papers, drawings, specifications, procedures, etc.; provide comments; and organize, consolidate, adjudicate comments from various organizations, and prepare reports.
4. Prepare program management correspondence, (i.e., letters, memoranda, and route sheets); develop plans, charts, spreadsheets, and presentations. Prepare analytical reports and meeting minutes.
5. Advise the customer configuration manager(s) as subject matter expert on program planning, development, and implementation of configuration management functions to meet customer program goals and objectives.
6. Interface daily with various engineering, program management, and logistics task leaders to exchange information and coordinate related task performance.
7. Perform all other position-related duties as assigned or requested.

Configuration Management Analyst 2

Job Specification: Vocational/technical training beyond high school and over 1 and up to 3 years job-related experience or equivalent. Excellent

communications and analytical skills; demonstrated working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Under general supervision and following written and verbal instructions, set up, operate and monitor a wide range of moderately complex computer operations and peripheral equipment used to process business, engineering or scientific data.

1. Interpret program requirements, audit auxiliary peripheral units to ascertain correctness of input data, and check condition and arrangement of tapes.
2. Gather data for various reports required by accounting and management or for engineering/scientific applications.
3. Compile programs for programmers as required.
4. Organize the input and output of data from the computer.
5. Investigate and locate source of non-standard irregularities; analyze and recover program operations in complex error situations.
6. Write minor operational programs.
7. Assist in the maintenance and inventory control of computer equipment.
8. Comply with computer operation standards and procedures.
9. Provide point-of contact for computer users and informal training to new account users.
10. Install and terminate computer accounts, modify computer account, password, privilege, and other setups.

Configuration Manager

Job Specification: Bachelor's degree in Business/Engineering/Logistics or related field and at least 5 years job-related experience or equivalent. Additional years of experience may be substituted for years of education. Good communications and analytical skills; working knowledge of computer systems and integrated software applications. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide and coordinate program acquisition, engineering, logistics, and configuration management planning and coordination support to customer configuration manager(s). Coordinate activities and tasks across acquisition and in-service support program(s) for configuration management planning, identification, change control, audit/verification, and status accounting. Conduct analyses, studies, process development, problem identification and resolution, requirements definition, program planning and implementation. Prepare correspondence, plans, and reports for assigned program(s) and customer(s).

1. Research and analyze issues and problems in acquisition, engineering design changes, change impacts to design interface, cost, and logistics; determine alternatives; and recommend approaches/solutions.
2. Collaborate daily with customer(s) to define, coordinate, and track the status of program tasks and engineering changes and change instructions; maintain metrics; and advise on technical and configuration management planning and implementation.
3. Develop and/or review program reports, technical papers, drawings, specifications, procedures, etc.; provide comments; and organize, consolidate, adjudicate comments from various organizations, and prepare reports.
4. Prepare program management correspondence, (i.e., letters, memoranda, and route sheets); develop plans, charts, spreadsheets, and presentations. Prepare analytical reports and meeting minutes.
5. Advise the customer configuration manager(s) as subject matter expert on program planning, development, and implementation of configuration management functions to meet customer program goals and objectives.
6. Interface daily with various engineering, program management, and logistics task leaders to exchange information and coordinate related task performance.
7. Perform all other position-related duties as assigned or requested.

Cost Control Analyst 1

Job Specification: Bachelor's degree (or equivalent) in Business and at least 5 years job-related experience or equivalent. Good written communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position

may require travel. Position may involve ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide detailed cost-estimating and analysis services.

1. Provide detailed analysis of cost drivers and cost models.
2. Research and critique Cost Estimating Relationships (CERs) and other modeling techniques. Recommend improvements when warranted.
3. Analyze issues and prepare recommendations.
4. Assist customer in preparing and analyzing budgets, periodic reports and other management presentations.
5. Prepare cost documentation for critical program reviews, including life-cycle cost estimates and discursive report and Cost Analysis Requirements Document.
6. Perform all other position-related duties as assigned or requested.

Cost Control Analyst 2

Job Specification: Bachelor's degree (or equivalent) in Business and at least 7 years job-related experience or equivalent. Good written communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may involve ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide detailed cost-estimating and analysis services.

1. Provide detailed analysis of cost drivers and cost models.
2. Research and critique CERs and other modeling techniques. Recommend improvements when warranted.
3. Analyze issues and prepare recommendations
4. Assist customer in preparing and analyzing budgets, periodic reports and other management presentations.
5. Prepare cost documentation for critical program reviews, including life-cycle cost estimates and discursive report and Cost Analysis Requirements Document.
6. Perform all other position-related duties as assigned or requested.

Configuration Management Analyst 1

Job Specification: Bachelor's degree in Business/Engineering/Logistics or related field and at least 5 years job-related experience or equivalent. Additional years of experience may be substituted for years of education. Excellent communications and analytical skills; working knowledge of computer systems and integrated software applications. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide and coordinate program acquisition, engineering, logistics, and configuration management planning and coordination support to customer configuration manager(s). Supervise activities and tasks across multiple acquisition and in-service support programs for configuration management planning, identification, change control, audit/verification, and status accounting. Conduct analyses, studies, process development, problem identification and resolution, requirements definition, program planning and implementation. Prepare correspondence, plans, and reports for assigned program(s) and customer(s).

1. Research and analyze issues and problems in acquisition, engineering design changes, change impacts to design interface, cost, and logistics; determine alternatives; and recommend approaches/solutions.
2. Collaborate daily with customer(s) to define, coordinate, and track the status of multi-program tasks, engineering changes and change instructions; maintain metrics; and advise on technical and configuration management planning and implementation.
3. Develop and/or review program reports, technical papers, drawings, specifications, procedures, etc.; provide comments; and organize, consolidate, adjudicate comments from various organizations, and prepare reports.
4. Prepare program management correspondence, (i.e., letters, memoranda, and route sheets); develop plans, charts, spreadsheets, and presentations. Prepare analytical reports and meeting minutes.
5. Advise the customer configuration manager(s) as subject matter expert on program planning, development, and implementation of configuration management functions to meet customer program goals and objectives.
6. Interface daily with various engineering, program management, and logistics task leaders to exchange information and coordinate related task performance.

7. Perform all other position-related duties as assigned or requested.

Cost Control Specialist

Job Specification: Bachelor's degree in Business and at least 10 years job-related experience or equivalent. Good written communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Perform cost estimating, analysis, and control activities, and/or schedule development, maintenance, and monitoring activities. Support project organizational and administrative activities as directed. Supervise cost-engineering and/or planning activities as directed.

1. Perform cost-estimating, analysis and control activities.
2. Perform scheduling/cost-engineering functions, which include schedule development, schedule control, and analysis.
3. Perform schedule maintenance and monitoring activities.
4. Support project organizational and administrative activities as requested.
5. Supervise cost-engineering and/or planning activities as requested.
6. Ensure work is completed as scheduled.
7. Identify cost trends for management review.
8. Review invoices for collection of revenue.
9. Perform all other position-related duties as assigned or requested.

Data Entry Clerk 1

Job Specification: High school diploma or General Education Degree (GED), with a minimum of 2 years related experience and/or training, including a demonstrated knowledge of the supply documentation systems (AWS/D035 or SBSS), or equivalent combination of education and experience. Demonstrated in-depth knowledge of receipt transaction processing and discrepancy procedures. Demonstrated knowledge of applicable guidelines, methods, policies, procedures, regulations, and techniques required to conduct extensive and exhaustive searches for required information. Demonstrated knowledge of computer codes and terminology used in order to properly process actions. Demonstrated in-depth knowledge of formats,

source documents, coding, and program controls in order to accurately input, correct, and/or retrieve from the various automated systems. Must be able to demonstrate the ability to operate data transcribing equipment at an acceptable rate of speed and accuracy. May be required to obtain a forklift license within 90 days of assignment. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Position performs data transcribing duties by entering information from paper documents used by the Department of Defense (DoD) activities into the Stock Control and Distribution System. This includes the requirement to properly match input documentation to resulting data system output to ensure the correct entry of the data.

1. Input data into the AWES and DO automated systems to suspend, control, and process a wide variety of receipt actions containing discrepancies or documentation changes.
2. Perform research to resolve receipt documentation discrepancies.
3. Maintain suspense files, route disposition instructions, coordinate with Item Managers, use and prepare a wide variety of data input to update and correct computer records.
4. Use local files and computer-controlled entry devices, automated microfiche, or laser retrieval systems to perform research on discrepancies.
5. Monitor the control of non-government owned items.
6. May provide instruction to coworkers.
7. Perform all other position-related duties as assigned or requested.

Data Entry Clerk 2

Job Specification: Associate's degree (A.A.) or equivalent from two-year college or technical school;

with a minimum of 4 years of related experience and/or training, including a demonstrated knowledge of the supply documentation systems (AWES/D035 or SASS); or equivalent combination of education and experience. Demonstrated in-depth knowledge of receipt transaction processing and discrepancy procedures. Demonstrated knowledge of applicable guidelines, methods, policies, procedures, regulations, and techniques required to conduct extensive and exhaustive searches for required information. Demonstrated knowledge of computer codes and terminology used in order to properly process actions. Demonstrated in-depth knowledge of formats, source documents, coding, and program controls in order to accurately input, correct, and/or retrieve from the various automated systems. Must be able to demonstrate the ability to operate data transcribing equipment at an acceptable rate of speed and accuracy. May be required to obtain a forklift license within 90 days of assignment. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports. Ability to speak effectively before groups of customers or employees of organization. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Position performs data transcribing duties by entering information from paper documents used by the Department of Defense activities into the Stock Control and Distribution System. This includes the requirement to properly match input documentation to resulting data system output to ensure the correct entry of the data.

1. Input data into the AWES and DO.
2. Use automated systems to suspend, control, and process a wide variety of receipt actions containing discrepancies or documentation changes.
3. Perform research to resolve receipt documentation discrepancies.
4. Maintain suspense files, route disposition instructions, coordinate with Item Managers, use and prepare a wide variety of data input to update and correct computer records.

5. Use local files and computer controlled entry devices, automated microfiche, or laser retrieval systems to perform research on discrepancies.
6. Monitor the control of non-government owned items.
7. May provide instruction to coworkers.
8. Perform all other position-related duties as assigned or requested.

Delivery Specialist

Job Specification: High school diploma or equivalent training/experience and 2 years experience operating vehicles, material handling and other types of heavy equipment. Must possess a valid driver's license. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Perform material distribution activities using various types of trucks and material handling equipment, including furniture moves and freight and material movement to customers from the warehouse.

1. Operate truck and material handling equipment.
2. Deliver and pick up material for customers as requested.
3. Perform office and lab moves as directed.
4. Ensure the proper completion of paperwork to include obtaining signature for items delivered to customer.
5. Perform off-station travel, after-hours, weekend, and emergency callback services as requested.
6. Perform all other position-related duties as assigned or requested.

Documentation Specialist 1

Job Specification: Bachelor's degree in English or Journalism with no job-related experience required or equivalent. Good written communications skills, working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Assist in the planning, design, writing, editing and proofreading of documents such as contract-related publications, reports, proposals, and correspondence for distribution, customer reference, or publication.

1. Edit reports, publications, and correspondence to ensure clarity of content, consistency of format and accuracy of grammar.
2. Utilize personal computers with integrated software packages.
3. Participate in the development and maintenance of technical manuals. Assist with the validation/verification, discrepancies/deficiencies resolution, and accuracy/adequacy assessment of technical manual requirements for printing.
4. Apply working knowledge of technical literature and various style guides including in-depth documentation and publication standards.
5. Assist in the production and distribution of documents.
6. Maintain a filing system of documents and work order files for documents received for processing.
7. Perform all other position-related duties as assigned or requested.

Documentation Specialist 2

Job Specification: Bachelor's degree in English or Journalism and at least 3 years job-related experience. Good written communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Plan, design, write, edit, and proofread documents such as contract-related publications, reports, proposals, and correspondence for internal distribution, customer reference, or publication.

1. Edit reports, publications, proposals, and correspondence to ensure clarity of content, consistency of format and accuracy of grammar.
2. Responsible for quality control, production, and distribution of documents in accordance with schedules.
3. Apply working knowledge of technical literature and various style guides including in-depth knowledge of customer specifications and instructions regarding documentation and publication standards.
4. Participate in the development and maintenance of technical manuals, assist with validation/verification, resolve discrepancies and deficiencies, and assess the accuracy and adequacy of technical manual requirements for printing.

5. Utilize personal computers with integrated software packages.
6. Assist in the production and distribution of documents.
7. Maintain a filing system of documents and work order files for documents received for processing.
8. Perform all other position-related duties as assigned or requested.

Documentation Specialist 3

Job Specification: Bachelor's degree in English or Journalism and at least 4 years job-related experience or equivalent. Excellent written communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Plan, design, write, edit, and proofread documents such as external customer correspondence, contract deliverables, and training manuals, and internal documentation such as proposals, correspondence, and contract requirements.

1. Advise program management staff and external customers on correct procedures and instructions required in the publication of documents, which includes in-depth knowledge of customer requirements and specifications regarding documentation and publication standards.
2. Edit reports, publications, proposals, and correspondence to ensure clarity of content, consistency of format, and accuracy of grammar.
3. Interface with engineers and technical professionals in the writing, editing, and publication of various types of customer documents such as training manuals, concept of operations, and contract deliverables. Interface also occurs with external customers, providing the same support.
4. Responsible for quality control, production, and distribution of documents in accordance with customer requests and schedules.
5. Participate in department and Company-wide proposal writing projects.
6. Utilize appropriate computer software for document text production. Investigate and implement best ways to produce documentation electronically while still providing high-quality output with rapid turnaround.

7. When workload permits, provide senior-level technical writing/editing and advisory support to a small business company, which is contracted to us for support.
8. Establish and maintain electronic and/or hardcopy data library of documents and work order files for documents received for processing.
9. Perform all other position-related duties as assigned or requested.

Documentation Specialist 4

Job Specification: Bachelor's degree in English or Journalism and at least 5 years job-related experience or equivalent. Excellent written communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Plan, design, write, edit, and proofread documents and coordinate their subsequent publication. Provide lead support to publications staff.

1. Lead and mentor personnel assigned to technical documentation function.
2. Interface with engineers and technical professionals in the writing, editing, and publication of various types of documents such as test plans, test reports, and survey reports.
3. Track and monitor flow of all documents from inception to distribution of final copies. Identify and correct problem areas as they arise.
4. Provide quality assurance check for all document deliverables.
5. Participate regularly in department and Company-wide proposal writing projects. Often serve as proposal coordinator for large production efforts.
6. Utilize appropriate computer software for document text production. Investigate and implement best ways to produce documentation electronically.
7. Provide senior-level technical writing/editing support to other Company contracts when workload permits.
8. Establish and maintain electronic and/or hardcopy data library of documents and work order files for documents received for processing.
9. Perform all other position-related duties as assigned or requested.

Documentation Specialist 5

Job Specification: Bachelor's degree in English or Journalism and at least 7 years job-related experience or equivalent. Excellent written communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Plan, design, write, edit, and proofread documents and supervise their subsequent publication. Oversee publications staff, ensuring all operations related to the production of technical documentation function as a cohesive unit.

1. Advise, manage and mentor personnel assigned to technical documentation function.
2. Interface with engineers and technical professionals regarding the editing and publication of various types of documents such as test plans, test reports, and survey reports.
3. Oversee in-house production flow of technical publications. Track and monitor flow of all documents from inception to distribution of final copies. Identify and correct problem areas as they arise.
4. Provide final quality assurance check for all document deliverables.
5. Participate regularly in department and Company-wide proposal writing projects. Often serve as proposal coordinator for large production efforts.
6. Utilize appropriate computer software for document text production. Investigate and implement best ways to produce documentation electronically.
7. Provide senior-level technical writing/editing support to other Company contracts when workload permits.
8. Establish and maintain electronic and/or hardcopy data library of documents and work order files for documents received for processing.
9. Perform all other position-related duties as assigned or requested.

Documentation Specialist 6

Job Specification: Bachelor's degree in English or Journalism and at least 10 years job-related experience or equivalent. Excellent written communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability

to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Plan, design, write, edit, and proofread documents and supervise their subsequent publication. Provide lead support to publications staff.

1. Advise, manage and mentor personnel assigned to technical documentation function.
2. Interface with engineers and technical professionals regarding the editing and publication of various types of documents such as test plans, test reports, and survey reports.
3. Oversee in-house production flow of technical publications. Track and monitor flow of all documents from inception to distribution of final copies. Identify and correct problem areas as they arise.
4. Provide final quality assurance check for all document deliverables.
5. Participate regularly in department and Company-wide proposal writing projects. Often serve as proposal coordinator for large production efforts.
6. Utilize appropriate computer software for document text production. Investigate and implement best ways to produce documentation electronically.
7. Provide senior-level technical writing/editing support to other Company contracts when workload permits.
8. Establish and maintain electronic and/or hardcopy data library of documents and work order files for documents received for processing.
9. Generate documents autonomously in support of project managers, product managers, and research and development scientist and engineers.
10. Perform all other position-related duties as assigned or requested.

Driver Messenger

Job Specification: High School diploma or equivalent, valid driver's license, and a minimum of 5 years experience driving a van, automobile, or light truck with high proficiency. Excellent driving record. Certification in Cardiopulmonary Resuscitation (CPR) is preferred. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Delivery of passengers, messages, documents, packages, and mail between designated locations per assigned schedule.

1. Assist with loading and unloading of vehicle.
2. Maintain a log of receipts of delivered articles and vehicle operational purchases, as required.
3. Assist in the maintenance, fueling, and cleanup of assigned vehicles to ensure a safe, professional performing, and appearing vehicle.
4. Frequent interaction with passengers, requiring exceptional communications skills.
5. Comply with all applicable policies, procedures, and requested administrative directives.
6. Perform all other position-related duties as assigned or requested.

Duplicating/Printing Technician, Sr.

Job Specification: High school diploma/GED and at least 5 years job-related experience or equivalent. Requires thorough knowledge of various machine operations and computer software programs. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Operate duplicating and offset printing machinery. Manage workflow, ensure job specifications are met. Manage equipment maintenance and supplies; calculate and set per-copy costs.

1. Supervise operation of various machines to reproduce a specified number of copies of original material; schedule daily workflow and allocate work.
2. Set up and operate machines to reproduce graphs, charts, bulletins, letters and similar material; use industrial camera to produce stats for printing. Produce multi-color work on computer-connected color copier system.
3. Make negatives, set up and operate small printing presses to print Company literature, brochures, stationery, forms, and business cards.
4. Interact with customers on daily basis; maintain quality control over final product.
5. Monitor printing press system pool, equipment leases and maintenance; recommend printing and reproduction supply purchases.
6. Perform all other position-related duties as assigned or requested.

Facility Coordinator

Job Specification: Associate's degree or equivalent from a two-year college or technical school; or 2 years related experience and/or training; or equivalent combination of education and experience. Strong analytical, writing and communications skills. Ability to respond to common inquiries or complaints from customer, regulatory agencies, or members of the business community. Requires operating application software including Microsoft Office. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Serves Property Management to direct programs of Real Estate Management which encompasses the acquisition, disposal appraisal, land management, inventory, reporting, allocation, utilization, analysis and control of leased property.

1. Maintain the property management database with current facility and tenant information.
2. Coordinate utility outages, electrical/gas metering, addressing issues, and telephone issues.
3. Act as liaison with other departments to ensure customer satisfaction.
4. Provide customer support.
5. Act as internal auditor and as assistant property manager.
6. Coordinate vehicle usage and special projects.
7. Act as facility manager when necessary.
8. Perform all other position-related duties as assigned or requested.

Facility Maintenance Technician 1

Job Specification: High School Diploma or General Education Degree (GED) plus a broad knowledge of other disciplines such as general math, chemistry and/or related vocational/technical training. Good communications skills, both written and spoken, and working knowledge of word processing and software applications. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Under specific direction and/or using detailed procedures and/or work instructions, perform simple and routine tasks or tests within but not necessarily limited to the area of facility maintenance. Work may be checked while in progress and upon completion. Duties will be varied.

Perform the following activities under specific direction in accordance with established procedures:

1. With direction, assist in performing routine maintenance of interior and exterior facilities including roofs, windows, sidewalks, fences, and exterior walls.
2. With direction, assist in routine workspace construction and remodeling using basic building skills such as carpentry, masonry, drywall, flooring, and ceiling installation, and plumbing.
3. With direction, assist with routine maintenance of grounds such as tree removal and plowing and treating roads during inclement weather.
4. Assist in performing other site support tasks incidental to the facility maintenance task assigned.
5. Assist in performing other duties as assigned and qualified.
6. Perform all other position-related duties as assigned or requested.

Facility Maintenance Technician 2

Job Specification: High school diploma or GED, vocational/ technical training beyond high school and at least 3 years job-related experience or equivalent. Position may require a thorough knowledge in the particular area of facility maintenance, plus a broad knowledge of other disciplines such as chemistry, general math, trigonometry, etc. Good written and spoken communications skills; working knowledge of word processing and software applications. Knowledge of applicable State and Federal laws and Company policy and procedures. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Under general direction and/or using detailed procedures and/or work instructions, perform simple and routine tasks or tests within but not necessarily limited to the area of facility maintenance. May provide limited on-the-job assistance to lateral and lower-level technicians for work on simple/routine or more complex assignments. Work may be evaluated while in progress and upon completion. Duties will be varied.

Perform the following activities under specific direction in accordance with established procedures:

1. Assist in performing routine maintenance of interior and exterior facilities including roofs, windows, sidewalks, fences, and exterior walls.
2. Assist in routine workspace construction and remodeling using basic building skills such as

carpentry, masonry, drywall, flooring, and ceiling installation, and plumbing.

3. Assist with routine maintenance of grounds such as tree removal and plowing and treating roads during inclement weather.
4. Assist with or perform preventive maintenance as instruction allows.
5. Perform other site support tasks incidental to the facility maintenance task assigned.
6. Perform other duties as assigned and qualified.
7. Perform all other position-related duties as assigned or requested.

Facility Maintenance Technician 3

Job Specification: High school diploma or GED and specific training and thorough knowledge in the particular area of facility maintenance, plus a broad knowledge of other disciplines such as general math, geometry, electronics, etc. At least 5 years of job-related experience. (Bachelor's degree in a related field may substitute for 2 years of job-related experience.) Good written and spoken communications and analytical skills and a working knowledge of basic computer systems and software programs. Must be able to attain site certification in heavy equipment operation. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Under general direction and/or using detailed procedures and/or work instructions, perform simple and routine as well as some non-routine tasks or tests within but not necessarily limited to the area of facility maintenance. May provide limited guidance and/or on-the-job assistance to lateral and lower-level technicians for work on simple/routine or more complex assignments. Work may be evaluated while in progress and upon completion. Duties will be varied.

Perform the following activities under specific direction in accordance with established procedures:

1. Perform routine maintenance of interior and exterior facilities including roofs, windows, sidewalks, fences, and exterior walls.
2. Perform routine workspace construction and remodeling using basic building skills such as carpentry, masonry, drywall, flooring, and ceiling installation, and plumbing.
3. Perform routine maintenance of grounds such as tree removal and plowing and treating roads during inclement weather.

4. Monitor work of subcontractors as qualified and assigned.
5. Operate heavy equipment such as front-end loader, forklift, scissorlift skid-steer loader, etc.
6. Perform routine preventive facility maintenance.
7. Perform other site support tasks incidental to facility maintenance assignments.
8. Perform other duties as assigned and qualified.
9. Perform all other position-related duties as assigned or requested.

Facility Maintenance Technician 4

Job Specification: High school diploma or GED and specific training and thorough knowledge in the particular area of facility maintenance, plus a broad knowledge of other disciplines such as general math, geometry, etc., and 7 to 9 years job-related experience. (Bachelor's degree in a related field may substitute for 2 years of job-related experience.) Good written and spoken communications and analytical skills and a working knowledge of basic computer systems and software programs. Knowledge of applicable State and Federal laws and Company policies and procedures. Hold on-site certification for heavy equipment operation. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Under limited supervision and/or using general procedures and/or work instructions, perform routine and non-routine assignments within but not necessarily limited to the area of facility maintenance of substantial variety and complexity, where operational precedents may not always exist. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also assist in planning such assignments. May provide guidance and/or on-the-job assistance to lateral and lower-level technicians for work on simple/routine or more complex assignments. Receive technical guidance and direction from supervisor and/or subject matter experts/professionals. Work may be evaluated while in progress and upon completion for technical adequacy or conformity with direction or instructions. Duties will be varied.

Perform the following activities under limited indirect supervision in accordance with established procedures:

1. Perform routine maintenance/repair of interior and exterior facilities including roofs, windows, sidewalks, fences, and exterior walls.
2. Perform routine workspace construction and remodeling using basic building skills such as

carpentry, masonry, drywall, flooring, and ceiling installation, and plumbing.

3. Perform routine maintenance/repair of grounds such as tree removal and plowing and treating roads during inclement weather.
4. Operate heavy equipment such as front-end loader, forklift, sissorlift skid-steer loader, etc.
5. Monitor work of subcontractors as qualified and assigned.
6. Perform routine preventive facility maintenance.
7. Recommend solutions to problems in design and fit during facility construction and remodeling, performing field fit work when approved by the customer and provide as-built drawings at completion.
8. Provide instruction, on-the-job assistance, and/or limited technical direction to employees performing similar work.
9. Perform maintenance using oral and/or written instructions.
10. Perform troubleshooting/problem identification and resolution of a routine nature.
11. Respond to various types of emergencies and provide assistance as appropriate based on skills, knowledge, and ability.
12. Perform other site support tasks incidental to facility maintenance assignments.
13. Perform other duties as assigned and qualified.
15. Perform all other position-related duties as assigned or requested.

Facility Maintenance Technician 5

Job Specification: High school diploma or GED and specific training and thorough knowledge in the particular area of facility maintenance, plus a broad knowledge of other disciplines such as general math, etc., and 9 to 12 years job-related experience. (Bachelor's degree in a related field may substitute for 2 years of experience.) Good written and spoken communications and analytical skills and a working knowledge of basic computer systems and software programs. Knowledge of applicable State and Federal laws and Company policies and procedures. Hold site certification for operation of heavy equipment. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Perform non-routine and complex assignments within but not necessarily limited to the area of facility

maintenance. Assignments will involve responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Supervisor outlines objectives, requirements, and design approaches; completed work is reviewed for technical adequacy and satisfaction of requirements. Receive technical advice and/or guidance from supervisor and/or appropriate subject matter experts/professionals. May plan schedule and assist with directing the work of lower or lateral level technicians. May train and be assisted by lower level technicians. Duties will be varied.

Perform the following activities under limited indirect supervision in accordance with established procedures:

1. Perform routine maintenance/repair of interior and exterior facilities, including roofs, windows, sidewalks, fences, and exterior walls.
2. Perform routine workspace construction and remodeling using basic building skills such as carpentry, masonry, drywall, flooring, and ceiling installation, and plumbing.
3. Perform routine maintenance/repair of grounds such as tree removal and plowing and treating roads during inclement weather.
4. Operate heavy equipment such as end loader, forklift, sissorlift skid-steer loader, etc.
5. Monitor work of subcontractors as qualified and assigned.
6. Perform routine preventive facility maintenance.
7. Work from blueprints, drawings, layouts, work orders, or other specifications, performing work according to recognized codes, including National Fire Protection Association (NFPA) and Americans with Disabilities Act (ADA) codes, or local jurisdictional authority.
8. Recommend solutions to problems in design and fit during facility construction and remodeling; perform field fit work when approved by the customer.
9. Perform maintenance using oral and/or written instructions.
10. Provide field design and specification of materials not included in engineers drawings and plans and provide as-built drawings at completion.
11. Use creativity and accumulated knowledge to solve problems and suggest repairs in non-routine situations.
12. Provide coordination, on-the-job assistance, and/or limited technical direction to employees performing similar work.

13. Plan and schedule work from authorized work orders and perform quality assurance and quality control functions in process and upon completion.
14. Perform routine and non-routine troubleshooting/problem identification and resolution.
15. Respond to various types of emergencies and provide assistance as appropriate based on skills, knowledge, and ability.
16. Perform other site support tasks incidental to electrical maintenance assignments.
17. Perform other duties as assigned and qualified.
18. Perform all other position-related duties as assigned or requested.

Facility Manager, Assistant

Job Specification: Bachelor's degree or equivalent training/experience; 3 years related experience; excellent analytical and communications skills; and a valid driver's license. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Assist in managing the warehousing facility, activities, and services required to support the contract(s) and customer(s).

1. Assist the Facility Manager in interfacing with Government officials, Company personnel, and subcontractors/vendors.
2. Ensure compliance of property management contracts according to the Statement of Work (SOW) and Company policies, procedures, and practices.
3. Arrange for the performance of various services (e.g., locksmith, cleaning, etc.) for the customer by utilizing appropriate subcontractors and vendors.
4. Guide, direct, coordinate, evaluate, and arrange for the acceptance, transportation, storage, maintenance, delivery, setup and disposition of property consigned by the IRS utilizing Company and subcontractor facilities and/or resources according to policies and procedures.
5. Assist in identifying and evaluating potential subcontractors. Process solicitations and RFPs, and obtain bids from subcontractors/vendors. Coordinate property management contracts with local vendors. Develop SOWs for subcontracts and vendors and formulate and process Purchase Orders. Approve and ensure accuracy of subcontractor invoicing by reviewing and resolving any discrepancies.

6. Assist in performing subcontractor facility and performance evaluations and train and evaluate subcontractors.
7. Assist in conducting property oversight audits/evaluations and physical inventories.
8. Investigate adverse incidents, complaints, and claims and submit appropriate reports.
9. Assist in overseeing and/or conducting evaluation of property/merchandise designated pending sale. Prepare property for sale and ensure timely delivery of property to required sale location. Lot and display merchandise for efficient and effective marketing for sales.
10. Monitor and analyze the automated information system and prepare and print reports as required.
11. Provide property management and service recommendations to the customer. Coordinate any special property management/service requirements with Government officials.
12. Perform all other position-related duties as assigned or requested.

Facility Manager 1

Job Specification: Vocational/technical training beyond high school and at least 6 years job-related experience or equivalent. Requires knowledge of word processing, spreadsheet and database software. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Responsible for the acquisition, administration, and maintenance of real property and equipment. Manage staff within a specific region.

1. Manage building operation and maintenance, facility support services, shipping, receiving, stock, security, telecommunications, procurement, safety and environmental management of Government and Company property.
2. Provide leadership to staff within the designated region.
3. Prepare and plan for the development of new facilities or for modifications to existing facilities. Responsible for the installation and modification of facilities.
4. Develop budgets, costs, and plans for business area.
5. Develop Government property reports for the Company. Review and direct activities regarding

the acquisition, transfer, retirement, inventory and disposal of Government and Company property.

6. Establish, evaluate, and negotiate the acquisition of office equipment, such as telecommunication systems and copy machines, and building maintenance contracts for EG&G Corporate and other facilities as required.
7. Perform all other position-related duties as assigned or requested.

Facility Manager 2

Job Specification: Vocational/technical training beyond high school and at least 7 years job-related experience or equivalent. Requires knowledge of word processing, spreadsheet and database software. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Responsible for the acquisition, administration, and maintenance of real property and equipment. Manage staff within a specific region.

1. Manage building operation and maintenance, facility support services, shipping, receiving, stock, security, telecommunications, procurement, safety and environmental management of Government and Company property.
2. Provide leadership to staff within the designated region.
3. Prepare and plan for the development of new facilities or for modifications to existing facilities. Responsible for the installation and modification of facilities.
4. Develop budgets, costs, and plans for business area.
5. Develop Government property reports for the Company. Review and direct activities regarding the acquisition, transfer, retirement, inventory and disposal of Government and Company property.
6. Establish, evaluate, and negotiate the acquisition of office equipment, such as telecommunication systems and copy machines, and building maintenance contracts for EG&G corporate and other facilities as required.
7. Perform all other position-related duties as assigned or requested.

Facilities Security Lead

Job Specification: Associate's degree with 3 years job-related experience or equivalent. Requires operating application software, including word processing and

spreadsheet programs. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Manage clerical work unit. Recognized expert in particular area such as facility operations, security and document control.

1. Perform complex and diverse duties involving the application of standard procedures to a variety of assignments.
2. Manage clerical personnel in specific work unit.
3. Develop workflow process and quality control procedures.
4. Directly interact with customer for input requirements and to ensure quality and on-time delivery of product.
5. Perform duties of Clerk 3 position as required.
6. Select and interpret data, and demonstrate a thorough knowledge of department and organization policies and procedures in assigned area of responsibility.
7. Perform all other position-related duties as assigned or requested.

Facility Security Manager 1

Job Specification: Associate's degree and at least 5 years job-related experience or equivalent. Must have or be able to obtain Industrial Security Management Certification. Requires operating application software, including word processing and spreadsheet programs. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Establish and maintain adequate security regulations and procedures for the organization. Assist, advise, and guide all departments regarding security regulations and procedures. Ensure that all utility systems are operational and inspected in accordance with preventive maintenance schedules. Prepare cost estimates for building renovations or space alterations, and inspect completed work for conformance to specifications.

1. May supervise, train, and/or educate personnel in security, office, or facility policies, procedures, and practices.
2. Manage and maintain the classified document and personnel clearance databases.
3. Ensure adherence to regulations for generation, transfer, storage, and handling of classified materials.

4. Responsible for operation and maintenance of security equipment, alarms, and access control systems.
 5. Develop, implement, and maintain procedures for classified and accredited AIS systems.
 6. Manage budget for security staff in direct support of classified contract administration.
 7. Manage facilities, including facility budget, space allocations, office moves, and building maintenance.
 8. Lease space as it becomes available, including the negotiation of subleases, renegotiations of options, and collect/submit rental payments.
 9. May be responsible, depending upon facility, for certain Environment, Safety and Health (ES&H) duties, including updating the ES&H and Waste Minimization Plans; conducting chemical/hazardous materials inventories; maintaining/posting Occupational Safety and Health Administration (OSHA) 200 log; and preparing Quarterly Safety Statistics, Inspection Reports, and Checklists.
 10. Perform all other position-related duties as assigned or requested.
4. Responsible for operation and maintenance of security equipment, alarms, and access control systems.
 5. Develop, implement, and maintain procedures for classified and accredited Automated Information System (AIS) systems.
 6. Manage budget for security staff in direct support of classified contract administration.
 7. Manage facilities, including facility budget, space allocations, office moves, and building maintenance.
 8. Lease space as it becomes available, including the negotiation of subleases, renegotiations of options, and collect/submit rental payments.
 9. May be responsible, depending upon facility, for certain ES&H duties, including updating the ES&H and Waste Minimization Plans; conducting chemical/hazardous materials inventories; maintaining/posting OSHA 200 log; and preparing Quarterly Safety Statistics, Inspection Reports, and Checklists.
 10. Perform all other position-related duties as assigned or requested.

Facility Security Manager 2

Job Specification: Associate's degree and at least 6 years job-related experience or equivalent. Must have or be able to obtain Industrial Security Management Certification. Requires operating application software; including word processing and spreadsheet programs. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Establish and maintain adequate security regulations and procedures for the organization. Assist, advise, and guide all departments regarding security regulations and procedures. Ensure that all utility systems are fully operational and inspected in accordance with preventive maintenance schedules. Prepare cost estimates for building renovations or space alterations, and inspect completed work for conformance to specifications.

1. May supervise, train, and/or educate personnel in security, office, or facility policies, procedures, and practices.
2. Manage and maintain the classified document and personnel clearance databases.
3. Ensure adherence to regulations for generation, transfer, storage, and handling of classified materials.

Fleet Operator

Job Specification: High School Diploma/GED and/or related vocational/technical training. Good communication skills, both written and spoken, and working knowledge of word processing and software applications. Able to attain applicable site certifications. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Under general direction and/or using detailed procedures and/or work instructions, perform simple and routine tasks or tests within but not necessarily limited to the area of fleet operations. May provide limited on-the-job assistance to lateral and lower level technicians for work on simple/routine or more complex assignments. Work may be evaluated while in progress and upon completion. Duties will be varied.

Perform the following activities under specific direction in accordance with established procedures:

1. Interface with subcontractors and GSA personnel and vendors for routine maintenance and reassignment of vehicles; record mileage and other information to report to the customer as needed.
2. Coordinate cleaning of various motor vehicles; determine need for repair and maintenance.

3. Coordinate refueling of vehicles with Compressed Natural Gas (CNG) or gasoline as needed; maintain other fluid levels as appropriate.
4. Arrange for repair of various mechanical problems.
5. Maintain logs of repair, preventive maintenance, accidents and damage to vehicles and report information to the customer.
6. Perform all other position-related duties as assigned or requested.

Foreman

Job Specification: High school diploma or equivalent training/experience and a valid driver's license. Individuals must also pass and maintain a Background Investigation and have access to required information systems. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Perform a variety of warehouse functions. Interface with customers to verify discrepancies and resolve as appropriate. Perform quality assurance duties in support of the warehouse function.

1. As directed, perform a variety of warehousing duties, which requires an understanding of the establishment's storage plan.
2. Verify materials (or merchandise) against receiving documents, noting, and reporting discrepancies and obvious damages.
3. Route materials to prescribed storage locations.
4. Store, stack, or palletize materials in accordance with prescribed storage methods.
5. Rearrange and take inventory of stored materials.
6. Examine stored materials and report deterioration and damage; remove material from storage and prepare it for shipment.
7. May operate hand or power trucks in performing warehousing duties.
8. Perform miscellaneous quality assurance duties, including inventory process checks, inspection of materials and articles, etc.
9. Perform all other position-related duties as assigned or requested.

Foreman, Carpenter

Job Specification: High school diploma or equivalent and 2 years advanced education or equivalent specialized training; 4 years experience at the journeyman level in the trade, plus 2 years supervisory

experience. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide on-site guidance and direction to carpenters. Review work of subordinates regularly, keeping each appraised of his/her performance.

1. Responsible for all tools and materials required for assigned tasks.
2. Enforce and maintain safety precautions/regulations for all artisans.
3. Assist in scheduling upcoming work and ensuring proper staging of materials for such jobs.
4. Perform all other position-related duties as assigned or requested.

Foreman, Electrician

Job Specification: High school diploma or equivalent and 2 years advanced education or equivalent specialized training; 4 years experience at the journeyman level in the trade, plus 2 years supervisory experience. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Responsible for planning, organizing, directing, and evaluating the on-site activities of assigned craftsmen as applied to maintenance programs on facilities in area of responsibility.

1. Implement and enforce Company policies and rules. Assign all scheduled work orders and determine which supervisor will be tasked with the responsibility.
2. Coordinate with work control center on scheduling tasks and planning for prestaging of materials.
3. Provide procurement office with the necessary technical information to obtain special supplies and materials.
4. Assure the electrical section has safe tools, ladders, etc., and enough tools and materials to work all jobs.
5. Monitor work in progress and assure all work is completed on time.
6. Responsible for the resolution of union problems that may arise, such as disciplinary actions, grievances, etc.
7. Ensure that assigned artisans work safely and productively at all times.
8. Perform all other position-related duties as assigned or requested.

Foreman, HVAC Mechanics

Job Specification: High school diploma or equivalent and 2 years advanced education or equivalent specialized training; 4 years experience at the journeyman level in the trade, plus 2 years supervisory experience. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Under general direction responsible for HVAC/Refrigeration Mechanics, Technicians, Electricians, Sheet metal/Light Steel Fabrication, Water Treatment Specialists, and UCS Technicians.

1. Supervise and coordinate activities of workers.
2. Plan and schedule for completion of job assignments.
3. Interpret specifications, blueprints, and job orders to workers and assign duties using knowledge of capacities of workers and equipment.
4. Ensure productivity and make changes in working conditions and use of equipment to increase efficiency of shop.
5. Coordinate with other trades.
6. Analyze and resolve work problems and assist workers when necessary in solving work problems, including troubleshooting all HVAC equipment.
7. Enforce Company policies and safety regulations.
8. Recommend and initiate personnel action requests, including promotions, transfers, terminations, hires, and disciplinary measures.
9. Confer with workers and representatives to resolve grievances in first stages.
10. Assist in training new workers.
11. Assign overtime and weekend duty.
12. Attend scheduling meetings and be responsible for all reports.
13. Perform all other position-related duties as assigned or requested.

Foreman, Laborers

Job Specification: High school diploma or equivalent and 2 years advanced education or equivalent specialized training; 4 years experience at the journeyman level in the trade, plus 2 years supervisory experience. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide on-site guidance and direction to laborers. Review work of subordinates regularly, keeping each appraised of his/her performance.

1. Responsible for all tools and materials required for assigned tasks.
2. Enforce and maintain safety precautions/regulations for all workers.
3. Assist in scheduling upcoming work and ensuring proper staging of materials for such job.
4. Perform all other position-related duties as assigned or requested.

Foreman, Maintenance

Job Specification: High school diploma or equivalent and 2 years advanced education or equivalent specialized training; 4 years experience at the journeyman level in the trade, plus 2 years supervisory experience. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Responsible for overseeing various maintenance craftsmen and tradesman to maintain buildings, grounds, structures, equipment, and machinery in a state of good repair and design working conditions.

1. Work includes reviewing and writing work orders.
2. Assign proper maintenance personnel to perform scheduled or service type repairs.
3. Perform labor-hour tracking for payroll, work order recording, and scheduling.
4. Write work orders and schedule preventative maintenance activities.
5. Prepare or review work estimates and assure that material requisitions are initiated as per job requirements.
6. Respond to calls for emergency type maintenance situations.
7. Investigate problems and assure temporary measures are enacted and permanent repairs are completed as soon as possible.
8. Coordinate site maintenance requirements with management and other organizations.
9. Comply with all applicable policies, procedures, and requested administrative directives.
10. Perform all other position-related duties as assigned or requested.

Foreman, Millwrights

Job Specification: High school diploma or equivalent and 2 years advanced education or equivalent specialized training; 4 years experience at the journeyman level in the trade, plus 2 years supervisory experience. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide on-site guidance and direction to millwrights. Review work of subordinates regularly, keeping each appraised of his/her performance. Assist other craftsmen in abiding by the codes and ensure work is performed in a good craftsmanship manner.

1. Responsible for all tools and materials required for assigned tasks.
2. Enforce and maintain safety precautions/regulations for all artisans.
3. Assist in scheduling upcoming work and ensuring proper staging of materials for such jobs.
4. Perform all other position-related duties as assigned or requested.

Foreman, Operating Engineer

Job Specification: High school diploma or equivalent and 2 years advanced education or equivalent specialized training; 4 years experience at the journeyman level in the trade, plus 2 years supervisory experience. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Responsible for operating heavy equipment, including backhoes, front-end loaders, tractors, cranes, scrapers, and forklifts.

1. Perform loading and off-loading of materials, equipment, furniture, etc.
2. Perform road maintenance, ice and snow removal, excavating.
3. Provide ground support in the event of hazardous spills.
4. Perform all other position-related duties as assigned or requested.

Foreman, Painter

Job Specification: High school diploma or equivalent and 2 years advanced education or equivalent specialized training; 4 years experience at the journeyman level in the trade, plus 2 years supervisory

experience. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide on-site guidance and direction to painters. Review work of subordinates regularly, keeping each appraised of his/her performance.

1. Responsible for all tools and materials required for assigned tasks.
2. Enforce and maintain safety precautions/regulations for all artisans.
3. Assist in scheduling upcoming work and ensuring proper staging of materials for such jobs.
4. Perform all other position-related duties as assigned or requested.

Foreman, Pipe Fitter

Job Specification: High School diploma or equivalent, valid driver's license, and a minimum of 5 years experience driving a van, automobile, or light truck with high proficiency. Excellent driving record. Certification in Cardiopulmonary Resuscitation (CPR) is preferred. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide on-site guidance and direction to pipe fitters and pipe fitters/plumbers. Review work of subordinates regularly, keeping each appraised of his/her performance. Assist other craftsmen in abiding by the plumbing codes and ensure work is performed in a good craftsmanship manner.

1. Responsible for all tools and materials required for assigned tasks.
2. Enforce and maintain safety precautions/regulations for all artisans.
3. Assist in scheduling upcoming work and ensuring proper staging of materials for such jobs.
4. Perform all other position-related duties as assigned or requested.

Help Desk Clerk

Job Specification: High school diploma or equivalent training/experience and 1 year of work-related experience required. Excellent communications skills and basic typing skills. Position may require ability to pass and maintain a security clearance and requires a valid driver's license.

Principal Duties and Responsibilities:

Provide telecommunications user help desk support.

1. Receive requests for moves, adds and changes to telephones. Determine priorities based on established requirements.
2. Track resolution of requests to ensure completion in a timely and courteous manner. Follow up, as needed, with customer to determine satisfaction of service.
3. Maintain up-to-date database of all Telephone Services Requests (TSRs).
4. Prepare billing and usage reports.
5. Input information accurately and in a timely manner for current telephone books.
6. Perform all other position-related duties as assigned or requested.

Housekeeping Aide 1

Job Specification: High School diploma and 1 year of job-related experience. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Clean and supply lounges, lavatories, bathrooms, offices, and any other areas as assigned, in accordance with standard procedures set by the customer.

1. Utilize cleaning devices such as light mops, small wringers, dusters, household type vacuum cleaners, and other necessary tools, chemicals and supplies.
2. Perform 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; and replenishing room supplies.
3. Assist in cleaning emergency spills observed or on request.
4. Maintain assigned equipment and report needed repairs to equipment, furniture, building, and fixtures.
5. Perform all other position-related duties as assigned or requested.

Human Resources Generalist 5

Job Specification: Bachelor's degree in Business Administration or Human Resources and at least 7 years job-related experience or equivalent. Good written communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel.

Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide Human Resources Generalist support at assigned location or provide specialized in-depth support in one or more of the following areas: employment/Equal Employment Opportunity (EEO), training, compensation, benefits, or Human Resources Information Systems (HRIS).

1. Interview applicants for all vacancies, including managerial positions. Screen applicants. Coordinate interview process, perform reference checking and applicant testing, and prepare offer letters.
2. Develop strategies to support the sourcing of applicants.
3. Develop staffing plans in conjunction with management.
4. Prepare affirmative action and EEO reports.
5. Develop strategy in response to both internal and external EEO complaints. Act as an advisor and recommend solutions.
6. Develop training programs, individually and on teams. Design training activities, write, and design training media and evaluation instruments.
7. Deliver training programs, individually and in teams, including presentation, facilitation, and coaching.
8. Evaluate training processes (internal and external).
9. Design training programs in response to internal requests on identified subject matter.
10. Prepare analyses on an annual basis, or as needed, to determine the competitiveness of the Company's compensation levels.
11. Prepare position descriptions. Review industry standards and applicability to internal positions.
12. Conduct job evaluations and coordinate approval process.
13. Monitor performance management system for compliance with Company policy and prepare reports to identify rating distributions. Recommend adjustments to the compensation system (salary range adjustments, incentive programs, etc.).
14. Counsel employees on benefit plan options and employee eligibility.
15. Assist in preparing benefit plan communication.
16. Maintain benefit records.

17. Administer more complex benefit plans; e.g., pension plan, retiree health benefits, and COBRA.
18. Act as the internal expert on all given benefit programs.
19. Process personnel actions into the HRIS System.
20. Assist in HRIS design and system development and enhancements.
21. Prepare and/or supervise preparation of complex statistical reports and summaries.
22. May act as the lead with all system modifications and/or enhancements.
23. May act as corporate liaison to disseminate/reconcile/prepare information such as: prescription cards, COBRA reports, insurance coverage approvals, choice flex reports, and insurance reports.
24. Monitor specific Company programs such as benefits, Employee Assistance Programs, etc.
25. Perform all other position-related duties as assigned or requested.

Information Specialist 1

Job Specification: Bachelor of Science (B.S.)/ Bachelor of Arts (B.A.) in Library Sciences (or equivalent) with a minimum of 2 years library experience providing professional information and literature research services. Good oral and written communications skills; working knowledge of word processing and integrated software applications; organization skills and ability to perform detail-oriented work are required. Ease in working with the general public; proficient at problem solving. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

1. Research queries received via email from Government agencies, businesses, academia, media and the general public, and respond via email with answers and/or referrals.
2. Assist with staffing the information line.
3. Respond to information requests received via email and by telephone.
4. May provide support to processing the library acquisition process.
5. Perform all other position-related duties as assigned or requested.

Information Specialist 2

Job Specification: B.S./B.A. in Library Sciences (or equivalent) with a minimum of 5 years library experience providing professional information and literature research services. Good oral and written communications skills; working knowledge of word processing and integrated software applications; organization skills and ability to perform detail-oriented work are required. Ease in working with the general public; proficient at problem solving. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

1. Research queries received via email from Government agencies, businesses, academia, media and the general public, and respond via email with answers and/or referrals.
2. Assist with staffing the information line.
3. Respond to information requests received via email and by telephone.
4. May provide support to processing the library acquisition process.
5. Perform all other position-related duties as assigned or requested.

Inspector

Job Specification: High school diploma or equivalent training/experience and 1 year of related work experience. Must possess a valid driver's license. Excellent attention to detail and experience inputting information into databases. Must have excellent communications skills. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Responsible for the accurate inspection, inventory and documentation of incoming and outgoing materials in accordance with Statement of Work (SOW).

1. Verify and keep records on incoming and outgoing shipments. Perform data entry into required database(s). May prepare items for shipment.
2. Compare identifying information and count, weigh, or measure items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders or other records.
3. Determine method of shipment utilizing knowledge of shipping procedures, routes, and rates.
4. Affix shipping labels on packed cartons or mark identifying shipping information in a secure and

noticeable manner. Post weights and shipping charges and affix postage.

5. Receive incoming shipments; unpack and examine materials, noting damages and shortages. Report discrepancies to Supervisor and may correspond with shipper to rectify damages and shortages.
6. Examine outgoing shipments to ensure they meet specifications.
7. Maintain inventory of shipping materials and supplies.
8. May operate warehousing equipment such as but not limited to hand-truck, convey or hoist.
9. Perform all other position-related duties as assigned or requested.

Intern

Job Specification: High school diploma/General Education Degree (GED), must be recent scholarship recipient and/or part of another approved internship program. No specific job-related experience required. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Perform simple clerical duties such as photocopying, compiling records, filing, data entry, tabulating, posting information, and distributing mail. Specific duties may be in one or more of the following areas:

1. Operate copier(s) and other office machines.
2. Track and distribute mail.
3. Act as courier or receptionist.
4. Assist in one or more of the following functions: accounting, purchasing, marketing, or office services.
5. Perform all other position-related duties as assigned or requested.

Inventory Clerk

Job Specification: High school diploma or equivalent training/experience and 1 year of related work experience. Must possess a valid driver's license. Excellent attention to detail and experience inputting information into databases. Must have excellent communications skills. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Perform inventory counts as directed by Inventory Control Lead or other member of management. Verify inventory on each unit that is in storage as it is

inventoried. Perform in-depth searches for material in storage but not in location.

1. Perform inventory cycle counts or other physical inventory counts as directed.
2. Identify material in storage that is not on record.
3. Perform in-depth searches for material that is in storage but not in location.
4. Identify material by part number, national stock number, or other identifying characteristic, including local tagging to identify specific units.
5. Perform occasional identification by serial number.
6. Must have good understanding of receiving and issue processes to help identify where material may be.
7. Perform all other position-related duties as assigned or requested.

Item Manager/Inventory Specialist

Job Specification: B.S./B.A. in business administration/related field and 3 years related work experience or equivalent training/experience. Knowledge of inventory management procedures, tools and techniques. Must possess a valid driver's license. Knowledge of Federal Supply System. Experience with MS Office products to include Word and Excel. Must have excellent communications skills. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

1. Establish, validate and monitor the progress of commercial and Government purchasing requirements; expedite priority requisitions to eliminate work stoppages.
2. Analyze and manage demand histories and procurement statistics to ensure timely replenishment action is initiated for stocked items or items on order to meet customer requirements.
3. Manage and maintain all facets of supply system information to include requisition status, cancellations, special inventories, drop shipments, and just-in-time items.
4. Provide requisition status information or shipment status.
5. Ensure that all material discrepancies are resolved in a timely manner.
6. Ensure requirement for assigned precious metals, furniture, magnetic tape cryogenics, laundry, dry cleaning services, fuel, security items, and health

and safety items (fans, heaters) are submitted in a timely manner.

7. Initiate reports of discrepancies to all Federal agencies and coordinate the disposition of discrepant material.
8. Responsible for all facets of Specialty Gas Management, such as forecasting, scheduling and directing transportation personnel, ordering, receiving, stocking, and issuing, and tag, track and inventory cylinders.
9. Coordinate with Government/Contractor personnel for the storage of exceptional items such as Di Ethylzine, etc., and specialty gases.
10. Ensure all supply functions, including inventories, location surveys, and reconciliation of discrepancies in accordance with SOW.
11. Ensure material is excessed in a timely manner in accordance with standards.
12. Perform all other position-related duties as assigned or requested.

LAN Administrator 1

Job Specification: Vocational/Technical training beyond high school and 1 year of job-related experience. Requires certification as a certified network engineer. Good communications and analytical skills; demonstrated working knowledge of computer systems and integrated software application programs. Position may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Perform network administration such as monitoring access, observing and controlling the status and performance of all network components. Identify, diagnose and resolve problems affecting network performance.

1. Monitor and facilitate the maintenance and control of the access network database.
2. Schedule and control the work spaces for secure access by authorized personnel.
3. Maintain user accounts by adding new users, deleting departing users, correcting user access problems, and assigning proper rights and privileges.
4. Analyze personal computer problems such as memory allocation and system lockup problems and make necessary corrections.

5. Create network print queues, servers and install.
6. Perform Automated Data Processing (ADP) secure systems backups on a periodic basis.
7. Diagnose network access problems and correct.
8. Assist in the installation, assembly, repair, upgrade and maintenance of Local Area Network (LAN) hardware and software components.
9. Maintain and establish a filing system for tracking and inventory control of hardware and software systems and equipment.
10. Comply with hardware and software systems standards and procedures.
11. Maintain liaison with outside hardware and software vendors for system upgrades and maintenance.
12. Provide technical assistance and informal training in implementing network programs based on user requirements.
13. Perform all other position-related duties as assigned or requested.

LAN Administrator 2

Job Specification: Bachelor's degree in Computer Science and at least 3 years job-related experience or equivalent. Good communications and analytical skills; demonstrated working knowledge of computer systems and integrated software application programs. Position may require the ability to investigate, troubleshoot, and design solutions to problems in operational hardware and software. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Install, monitor and direct the operations of LANs. Provide support and advice to local users and diagnose and resolve LAN performance and operating problems.

1. Install and maintain LAN hardware and software components.
2. Diagnose, repair, assemble, and upgrade LAN hardware and software.
3. Establish and maintain LAN users and their environments, directories and security.
4. Monitor and adjust LAN operating environment to ensure optimum performance.
5. Respond to needs/questions of network users concerning access to resources on the LAN.
6. Provide training to users on LAN applications and operations.

7. Provide connectivity to other outside resources or network as necessary.
8. Direct on-site customer interface for installation, repair, upgrade, and maintenance of LAN hardware and software components.
9. Maintain and establish a filing system for tracking and inventory control of hardware and software systems and equipment.
10. Comply with hardware and software systems standards and procedures.
11. Maintain liaison with outside hardware and software vendors for system upgrades and maintenance.
12. Provide technical assistance and informal training in implementing network programs based on user requirements.
13. Ensure LANs and PCs are working effectively and efficiently. Develop LAN operability improvements as required.
14. Monitor network communications for security purposes. Uphold security by monitoring remote user interface, preventing unauthorized access to LAN, adding new users with correct security rights, and deleting obsolete users.
15. Perform all other position-related duties as assigned or requested.

Logistician

Job Specification: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or related scientific or technical discipline is required. Requires 4 years of military aviation and electronics logistics experience. A Certified Professional Logistician (CPL) certificate with 4 years additional related experience may be substituted for the B.S. degree. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Perform logistics program activities from conceptual stage through life cycle of product.

1. Develop and implement logistics program activities, including Integrated Logistics Support (ILS), technical documentation, Reliability, Availability and Maintainability (RAM), provisioning, etc.
2. Coordinate efforts of subcontractors and field service personnel and resolve logistics problems.
3. Compile data on standardization and interchangeability of parts to expedite logistics activities.

4. Perform all other position-related duties as assigned or requested.

Logistics Analyst 1

Job Specification: Bachelor's degree in Business/Logistics or related field and no job-related experience or equivalent. Good communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Perform logistics/analyses support tasks within a logistics element area (ILS planning, maintenance planning, supply support, test and support equipment, packaging/handling/storage/transportation, personnel and training, facilities, data, computer resources, design interface) for systems, subsystems, and equipment.

1. Assist in logistics element analyses and studies.
2. Assist in reviewing reports, technical papers, drawings, specifications, procedures, etc., and generating reports.
3. Assist in preparing routine logistics correspondence.
4. Assist with the entry and maintenance of logistics support data and documents in computer databases.
5. Support logistics element(s) tasks.
6. Perform all other position-related duties as assigned or requested.

Logistics Analyst 2

Job Specification: Bachelor's degree in Business/Logistics or related field and at least 1 year of job-related experience or equivalent. Good communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Perform logistics support tasks within logistics element area(s) (ILS planning, maintenance planning, supply support, test and support equipment, packaging/handling/storage/transportation, personnel and training, data, computer resources, design interface) for systems, subsystems, and equipment. Perform analyses, studies, problem identification and resolution in support of a customer logistics area manager.

1. Research and analyze logistics element problems and determine solution alternatives.
2. Perform routine customer interface with supervision in the execution and status reporting of tasks.
3. Review reports, technical papers, drawings, specifications, procedures, etc.; consolidate comments from various organizations; and draft reports.
4. Assist in preparing routine correspondence (i.e., letters, memos, and route sheets), spreadsheets, Gantt charts, presentations, and meeting minutes.
5. Assist with maintenance of logistics support data, planning schedules, and documents.
6. Support logistics element(s) tasks.
7. Perform all other position-related duties as assigned or requested.

Logistics Analyst 3

Job Specification: Bachelor's degree in Business/Logistics or related field and at least 3 years job-related experience or equivalent. Good communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Perform a variety of logistics support tasks across logistics element areas (ILS planning, maintenance planning, supply support, test and support equipment, packaging/handling/storage/transportation, personnel and training, facilities, data, computer resources, design interface) for systems, subsystems, and equipment. Perform analyses studies, problem identification and resolution in support of a customer logistics area manager. Prepare correspondence, documents, and reports for assigned logistics element(s).

1. Research, analyze problems, and determine logistics element(s) requirements with minimum supervision.
2. Perform customer interface with minimum supervision to define and report status of routine tasks.
3. Review reports, technical papers, drawings, specifications, procedures etc., and assist with test/evaluations and validations/verifications; provide comments and impacts.
4. Prepare routine draft correspondence (i.e., letters, memos, and route sheets), design charts, spreadsheets, Gantt charts, and presentations, and

prepare draft analytical reports and meeting minutes.

5. Assist with maintenance of logistics support planning, policy, procedures and similar documents.
6. Support logistics element(s) tasks.
7. May supervise and train entry-level personnel in the technical aspects of assigned work.
8. Perform all other position-related duties as assigned or requested.

Logistics Analyst 4

Job Specification: Bachelor's degree in Business/Logistics or related job field and at least 5 years job-related experience or equivalent. Excellent communications skills; interpersonal; organizational and analytical skills; working knowledge of word processing and integrated software applications are required. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide and coordinate program acquisition, configuration management and logistics management, planning and coordination support to customer logistics area manager. Supervise activities and tasks in up to three engineering and logistics elements (ILS planning, maintenance planning, supply support, test and support equipment, packaging/handling/storage/transportation, personnel and training, facilities, data, computer resources, design interface) and support analyses, studies, problem identification and resolution, program planning and implementation. Prepare correspondence, documents, and reports for assigned logistics element(s).

1. Research and analyze problems in the areas of acquisition, cost, data, and logistics; determine alternatives; and recommend solutions.
2. Collaborate with customer(s) to define, coordinate and track the status of multidisciplinary task(s) and to advise on technical and logistics element planning and implementation.
3. Review program reports, technical papers, drawings, specifications, procedures, etc., and perform tests/evaluations and validations/verifications; provide comments; consolidate and adjudicate comments from various organizations, and prepare reports.
4. Prepare program management correspondence (i.e., letters, memos, and route sheets), design charts, spreadsheets, Gantt charts, and presentations, and prepare analytical reports and meeting minutes.

5. Advise the customer logistics area manager(s) as a subject matter expert on program development, planning, and implementation of logistics element(s) to meet customer program goals and objectives.
6. Interface daily with various technical and logistics team leaders to exchange information and coordinate related task performance.
7. May supervise teams in accomplishing tasks and train junior-level personnel in the technical aspects of assigned work.
8. Perform all other position-related duties as assigned or requested.

Logistics Analyst 5

Job Specification: Bachelor's degree in Business/Logistics or related field and at least 7 years job-related experience or equivalent. Good communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented required. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide and coordinate program acquisition, configuration management and logistics management, planning and coordination support to customer logistics area manager(s). Supervise activities and tasks in multiple engineering and logistic elements (ILS planning, maintenance planning, supply support, test and support equipment, packaging/handling/storage/transportation, personnel and training, facilities, data, computer resources, design interface) and support analyses, studies, problem identification and resolution, program planning and implementation. Prepare correspondence, documents, and reports for assigned logistics element(s).

1. Research and analyze problems in the areas of acquisition, business, cost, data, and logistics; determine alternatives; and recommend solutions.
2. Collaborate daily with customer(s) to define, coordinate and track the status of multidisciplinary tasks and to advise on technical and logistics element planning and implementation.
3. Develop and/or review program reports, technical papers, drawings, specifications, procedures, etc.; provide comments; organize, consolidate, and adjudicate comments from various organizations; and prepare reports.
4. Prepare program management correspondence (I.e., letters, memos and route sheets), design charts,

spreadsheets, Gantt charts, and presentations. Prepare analytical reports and meeting minutes.

5. Advise the customer logistics area manager(s) as subject matter expert on program development, planning, and implementation of logistics elements to meet customer program goals and objectives.
6. Interface daily with various technical and logistics team leaders to exchange information and coordinate related task performance.
7. Supervise teams in accomplishing tasks and train junior-level personnel in the technical aspects of assigned work.
8. Perform all other position-related duties as assigned or requested.

Logistics Analyst 6

Job Specification: Bachelor's degree in Business/Logistics or related field and at least 10 years job-related experience or equivalent. Excellent communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide program acquisition and logistics management, planning, coordination, and consulting support for engineering and logistics elements (ILS planning, maintenance planning, supply support, test and support equipment, packaging/handling/storage/transportation, personnel and training, facilities, data, computer resources design interface) in support of Logistics Managers, Program Managers and customers. Supervise activities in the engineering and logistics areas of industry expertise and support analyses, studies, problem identification and resolution, program planning and policy development and implementation. Monitor progress and customer satisfaction with respect to assigned area schedules and deliverables.

1. Supervise, coach, and lead a team in accomplishing tasks for a specific program and area of expertise.
2. Collaborate daily with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution.
3. Develop and/or review program reports, technical papers, drawings, specifications, procedures, etc.; provide comments; organize, consolidate, and adjudicate comments from various organizations; and prepare reports.

4. Perform expert-level review, analysis, and validation of engineering and logistics products; prepare executive-level reports and briefs.
5. Consult as industry expert with the logistics managers, program managers, and customers, advising on logistics program policy development, planning, and implementation.
6. Interface with various technical and logistics team leaders daily to exchange information and coordinate related task performance.
7. Supervise and train junior-level personnel in the technical aspects of assigned work.
8. Perform all other position-related duties as assigned or requested.

Logistician Manager

Job Specification: Bachelor's degree in Business or related field; 15 years experience in one or more of the following: logistics services, material management, transportation, material handling, use of information systems in logistics management. Must be familiar with current systems/methodology. Must be experienced manager of staff of at least 30. Excellent analytical and communications skills. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Perform functions to improve efficiencies in planning, managing, controlling, directing and coordinating the overall activities of other personnel and logistical support to refine industrial work processes associated with Operations and Maintenance and to fulfill work requests in compliance with the customer and as required by subcontractors, making decisions based on conclusions for which there is little precedent. Monitor environmental compliance with Federal, State, and location regulations programs or contractual requirements as related to the business of the unit or section, working within the limits of established policy, procedures and implementing instructions. Conduct process control analysis of various OHM elements, consulting with peer groups involving other managers, engineering, work management, logistics and other personnel who exercise full responsibility for all technical, budgetary, and administrative program elements. The following program elements are typical of what supports the Operations and Maintenance daily functions (e.g., Computerized Maintenance Management System, Facility Condition Assessment, Backlog Maintenance and Repair, Long-Range Fully Integrated Maintenance Planning, Work Surveillance, Reliability-Centered Maintenance, Outage Coordination, Indefinite Delivery/Indefinite Quantity end-to-end

process tasks, Logistics (to include requirements determination, ordering, receiving, temporary storage, issue, disposal and transportation), Configuration Control Management, Programmed Maintenance, etc.) to ensure that they meet customer and user requirements and expectations in cost, quality, and schedule requirements.

1. Analyze cost tracking data, trending charts, and daily computer-generated reports. May monitor progress of division to ensure Division Manager's goals relating to planning, scheduling and work control are being met.
2. Attend Projects Integration and general staff meetings. Review reports and data compiled and presented by staff members. Present to customer and management with evaluation of meetings.
3. Actively participate in reviewing project status, production budget, and facility projects. May coordinate the Completion of Facility approval and turnover process. Status, monitor, report, and control the operational use of assigned systems, including compliance with OSHA, Environmental Protection Agency (EPA), DOT, and the Armed Services. Track Facility Work Requests (FWRs) activity by communicating with customer representatives and management to assure that corrective actions are in progress or completed. Maintain database tracking throughout.
4. Provide leadership and professional assistance to self-initiate work assignments for review and approval and to perform personnel management functions in concert with peer group consisting of other managers, engineering, work management, and other personnel. Provide training and instruction to support personnel, directly or through subordinates. Organize and direct work, communicate performance standards and safety regulations, monitor activities, evaluate performance and recommend modifications to work processes. Interpret Company policy. Coach and counsel employees about the advantages of process improvements and emphasize the importance of their involvement in the process. Maintain harmonious employee/employer relations. Ensure self-initiated work is undertaken with the appropriate personnel involved and that the work is properly prioritized to maximize technical quality and productivity of the Operations and Maintenance organization.
5. May monitor site activation, including budget production and project administration. Duties encompass producing long-range plans, capital equipment budgets, and facility cost projections and completion administration.

6. May review, validate, and authorize FWRs.
7. Prepare documentation that identifies the need for, cost evaluation of, specifications for, activation of, functional and safety analyses of, maintenance of and operator training for the specific set of program elements or requirements for new elements assigned to the Operations and Maintenance organization.
8. Provide technical and administrative direction to technicians, engineers, inspectors, contractors and others in the maintenance, repair, remanufacture, troubleshooting, and operation of all infrastructure utility systems on a continuing or real-time basis. Additional responsibilities include oversight and reasonable care for critical systems and hardware.
9. Ensure that the methods and practices employed in the evaluation of process control initiatives are consistent with recognized industrial engineering expertise and that they are acquired and correctly applied.
10. Perform all other position-related duties as assigned or requested.

Logistics Specialist 1

Job Specification: High school diploma or equivalent. Requires operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Perform a variety of logistics support tasks such as supply support, configuration management, and data management in support of components, equipment, and/or systems.

1. Research databases to determine technical documentation requirements; reliability, maintainability, and availability; sourcing issues; and configuration impacts.
2. Perform physical inventorying, cataloging, warehousing, material/property control coordination, and data entry in support of various supply activities.
3. Assist with maintaining logistics support plans, policies, procedures, and similar data.
4. Support maintenance planning tasks.
5. Perform all other position-related duties as assigned or requested.

Logistics Specialist 2

Job Specification: High school diploma and at least 1 year of job-related experience or equivalent. Requires operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Perform a variety of logistics support tasks such as supply support, configuration management, and data management in support of components, equipment, and/or systems.

1. Assist with preparation of drawings. Research databases to determine technical documentation requirements; reliability, maintainability, and availability; life-cycle impacts; sourcing issues; and configuration impacts.
2. Assist with inventorying, cataloging, warehousing, material/property control coordination, and data entry in support of various supply activities.
3. Assist with maintaining logistics support plans, policies, procedures, and similar data.
4. Support maintenance planning tasks.
5. Perform all other position-related duties as assigned or requested.

Logistics Specialist 3

Job Specification: Vocational/technical training beyond high school, and at least 3 years job-related experience or equivalent. Good communications skills; requires operating application software, including word processing and spreadsheet programs. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Perform a variety of logistics tasks such as supply support, configuration management, and data management in support of components, equipment, and/or systems.

1. Review drawings. Research databases to determine technical documentation requirements; reliability, maintainability, and availability; life-cycle impacts; source issues; and configuration impacts.
2. Perform inventory management, cataloging, warehouse management, material coordination, data entry, and property control in support of various supply activities and/or equipment installations. May assist technicians with equipment installations.

3. Develop, execute, maintain, review and comment on logistics support plans, policies, procedures, and similar data. Recommend improvements to enhance the process.
4. Support maintenance planning systems; perform maintenance planning tasks.
5. Demonstrate development and application of new systems, processes, or techniques that contribute to the achievement of business area goals.
6. Perform all other position-related duties as assigned or requested.

Logistics Specialist 4

Job Specification: Vocational/technical training beyond high school, and at least 5 years job-related experience or equivalent. Good communications skills; requires operating application software, including word processing and spreadsheet programs. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide a variety of logistics tasks such as supply support, configuration management, and data management in support of components, equipment, and/or systems.

1. Review drawings. Research databases to determine technical documentation requirements; reliability, maintainability, and availability; life-cycle impacts; source issues; and configuration impacts.
2. Perform inventory management, cataloging, warehouse management, material coordination, data entry, and property control in support of various supply activities and/or equipment installations. May assist technicians with equipment installations.
3. Develop, execute, maintain reviews and comments on logistics support plans, policies, procedures and similar data. Recommended improvements to enhance the process.
4. Support maintenance planning systems; perform maintenance planning tasks.
5. Demonstrate development and application of new systems, processes, or techniques that contribute to the achievement of business area goals.
6. Apply knowledge of procedures and systems to a broad range of basic issues. May require knowledge of specialized processes or technical skills.
7. Perform all other position-related duties as assigned or requested.

Logistics Specialist 5

Job Specification: Vocational/technical training beyond high school, and at least 7 years job-related experience or equivalent. Good communications skills; requires operating application software, including word processing and spreadsheet programs. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide a variety of logistics tasks such as supply support, configuration management, and data management in support of components, equipment, and/or systems. Coordinate and may supervise efforts of ILS team.

1. Review drawings. Research databases to determine technical documentation requirements; reliability, maintainability, and availability; life-cycle impacts; source issues; and configuration impacts.
2. Perform inventory management, cataloging, warehouse management, material coordination, data entry, and property control in support of various supply activities and/or equipment installations. May assist technicians with equipment installations.
3. Develop, execute, maintain reviews and comments on logistics support plans, policies, procedures and similar data. Recommend improvements to enhance the process.
4. Support maintenance planning systems; perform maintenance planning tasks.
5. Identify specific procedures or processes that could be modified in order to increase efficiencies or quality.
6. Demonstrate development and application of new systems, processes, or techniques that contribute to the achievement of business area goals
7. Apply knowledge of procedures and systems to a broad range of basic issues. May require knowledge of specialized processes or technical skills.
8. Perform all other position-related duties as assigned or requested.

Logistics Supervisor

Job Specification: Bachelor's degree in business or related field and at least 5 years supervisory experience in one or more of the following: logistics services, material management, transportation, material handling, use of information systems in logistics management or equivalent training and work experience. Excellent

analytical and communications skills; must possess planning/organizing and leadership skills, and a valid driver's license. General understanding of current systems and methodologies. Positions may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Supervise the day-to-day operations of the Logistics Department to include receiving, processing and reporting the status of requisitions; providing backorder management; managing inventories and commodities; performing research and cataloging; procuring, storing, and issuing material; and performing financial management and accounting.

1. Supervise the staff, including ensuring that staff is adequately trained; coordinate, prioritize and schedule workloads to ensure timely and effective completion of work.
2. Monitor and evaluate staff performance.
3. Ensure compliance of all logistics services in accordance with Federal standards and regulations; SOW; and Company policies, procedures and directives.
4. Review and monitor budgets for logistics programs and departments, notifying Logistics Manager of expenditures and limits.
5. Assist in the development and maintenance of Standard Operating Procedures (SOPs) for the overall effective logistics program to support the initiatives and directives of the customer.
6. Examine the efficiency and effectiveness of departmental procedures and recommend new initiatives and methodology in the logistics area based on requirements and priorities.
7. In absence of Logistics Manager, act as the liaison with EG&G, other contractors and the customer for planning, implementing and coordinating logistics initiatives.
8. Perform all other position-related duties as assigned or requested.

Maintenance Technician

Job Specification: High school diploma and at least 2 years job-related experience or equivalent. Must have valid drivers license. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Perform maintenance service or repairs in two or more skill areas, including plumbing, carpentry, painting, plastering and electrical repair/installation under supervision. Coordinate and perform general business

office activities such as mail, courier and/or office supply inventory.

1. Perform building operations maintenance for the facility in accordance with established environmental and safety procedures.
2. Oversee building custodian services and grounds maintenance as directed.
3. Support office service functions such as shipping/receiving, stocking of supplies, operation of copiers, postage meter, etc.
4. Operate trucks, forklifts, hoists and other material handling equipment.
5. Perform minor electrical repairs/replacement under supervision.
6. Perform all other position-related duties as assigned or requested.

Manager

Job Specification: Bachelor's degree in Engineering or related field and 10 years job-related experience or equivalent. Excellent communications, interpersonal, organizational and analytical skills are required. Working knowledge of word processing and integrated software applications is required. Extensive travel may be required. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Oversee programs providing multidisciplinary engineering analysis and support in the design, development, implementation, operation and maintenance of diverse systems. Assist in the planning, control and direction of staff and customs support personnel for one or more contracts. Directly support the maintenance of the current base, develop, and implement new business strategies.

1. Provide administrative and technical leadership in the completion of multiple contracts, including responsibility for cost, schedule and overall performance.
2. Plan and procure necessary staffing to achieve work completion milestones and deliverables.
3. Monitor fulfillment of contract requirements to ensure quality and timeliness of services/deliverables to various customers.
4. Supervise, coordinate, provide leadership to and review the work of assigned staff and/or contracts.
5. Interface with customers on a regular basis for support of engineering and program management activities. Monitor customer feedback and advise

on a broad range of issues related to products/services being delivered.

6. Participate in business development, including identifying new business opportunities, developing and implementing strategies and managing proposal development.
7. Perform multidisciplinary analysis of system designs to determine compliance with specifications and standards.
8. Direct the investigation and resolution of operational problems in conjunction with other engineering and technical personnel.
9. Perform all other position-related duties as assigned or requested.

Office Administration Lead

Job Specification: Associate's degree with 3 years job-related experience or equivalent. Requires operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Manage clerical work unit. Recognized expert in particular area such as reproduction, graphic illustrating, document production, or cost/contract monitoring.

1. Manage clerical personnel in specific work unit.
2. Develop workflow process and quality control procedures.
3. Directly interact with customer for input requirements and to ensure quality and on-time delivery of product.
4. Perform duties of Clerk 3 position as required.
5. May be responsible for preparation and tracking of system pool(s).
6. Perform all other position-related duties as assigned or requested.

Office Administration Unit Manager 1

Job Specification: Bachelor's degree in English, Journalism or Liberal Arts and at least 3 years job-related experience or equivalent. Requires operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a security clearance. Position may require travel.

Principal Duties and Responsibilities:

Coordinate office services and related activities, including developing and managing programs for the maximum utilization of resources, services and equipment.

1. Manage activities such as mail and courier, facsimile equipment, and telephone services.
2. Manage technical document production, which includes editing, graphics, word processing and reproduction.
3. Serve as group coordinator to establish and implement the Company quality system and to receive and maintain ISO 9000 certification.
4. Make recommendations for purchase of new equipment and technology and for improvements to current work processes and methods to continually meet employee and customer needs.
5. Perform all other position-related duties as assigned or requested.

Office Administration Unit Manager 2

Job Specification: Bachelor's degree in English, Journalism or Liberal Arts and at least 4 years job-related experience or equivalent. Requires operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a security clearance. Position may require travel.

Principal Duties and Responsibilities:

Coordinate office services and related activities, including developing and managing programs for the maximum utilization of resources, services and equipment.

1. Manage activities such as mail and courier, facsimile equipment, and telephone services.
2. Manage technical document production, which includes editing, graphics, word processing and reproduction.
3. Serve as group coordinator to establish and implement the Company quality system and to receive and maintain ISO 9000 certification.
4. Make recommendations for purchase of new equipment and technology and for improvements to current work processes and methods to continually meet employee and customer needs.
5. Perform all other position-related duties as assigned or requested.

Operating Engineer

Job Specification: High school diploma or equivalent. Qualified journeyman in accordance with union rules.

Principal Duties and Responsibilities:

Responsible for operating the following heavy equipment: backhoes, front-end loaders, tractors, cranes, scrapers, and forklifts.

1. Perform loading and off-loading of materials, equipment, furniture, etc.
2. Perform road maintenance, ice and snow removal, excavating, and ground support in the event of hazardous spills.
3. Perform all other position-related duties as assigned or requested.

Operations Analyst

Job Specification: Vocational/technical training beyond high school, and at least 7 years job-related experience or equivalent. Good communications skills; requires operating application software, including word processing and spreadsheet programs. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide a variety of logistics tasks such as supply support, configuration management, and data management in support of components, equipment, and/or systems. Coordinate and may supervise efforts of ILS team.

1. Review drawings. Research databases to determine technical documentation requirements; reliability, maintainability, and availability; life-cycle impacts; source issues; and configuration impacts.
2. Perform inventory management, cataloging, warehouse management, material coordination, data entry, and property control in support of various supply activities and/or equipment installations. May assist technicians with equipment installations.
3. Develop, execute, and maintain reviews and comments on logistics support plans, policies, procedures and similar data. Recommend improvements to enhance the process.
4. Support maintenance planning systems; perform maintenance planning tasks.
5. Identify specific procedures or processes that could be modified in order to increase efficiencies or quality.

6. Demonstrate development and application of new systems, processes, or techniques that contribute to the achievement of business area goals.
7. Apply knowledge of procedures and systems to a broad range of basic issues. May require knowledge of specialized processes or technical skills.
8. Perform all other position-related duties as assigned or requested.

Operations, Supervisor

Job Specification: High school diploma or equivalent, 5 years experience as journeyman, and 2 years as supervisor. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Supervise labor trades consisting of carpenters, pipe fitters, electricians, painters, millwrights, laborers, HVAC, and sheet metal workers performing maintenance and repair work.

1. Responsible for overall work quality, efficiency and productivity.
2. Work closely with Planner/Estimators.
3. Perform all other position-related duties as assigned or requested.

Order Filler

Job Specification: One-year certificate from college or technical school; or 3 to 6 months related experience and/or training; or equivalent combination of education and experience. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must maintain a current State driver's license and be trained to operate forklift up to 6,000 pounds. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Fill shipping orders for goods from stored material in accordance with customer's order. Keep records of outgoing orders as needed. May receive and handle goods at other stages of the handling process.

1. Fill orders sent to the warehouse by the customer, using a pick list.

2. Prepare order for delivery by packing into specific containers as directed by the customer.
3. Complete documentation requirements as directed by customer.
4. Count, sort, and determine condition of incoming goods to verify receipt of items by requisition or invoices.
5. Examine stock to verify conformance to specifications.
6. Store articles in bins, on floor, or on shelves, according to identifying information such as style, size, or type of material.
7. Compile reports on consumption of stocked items, adjustments of inventory counts and stock records, spoilage of or damage to stocked items, location changes, and refusal of shipments.
8. Mark identifying codes, figures, or letters on articles.
9. Determine methods of storage, identification, and stock location, considering temperature, humidity, height and weight limits, turnover, floor loading capacities, and required space.
10. Move or transport material or supplies to other departments.
11. Make data entries into stock records on the data system as required.
12. Perform all other position-related duties as assigned or requested.

Planner/Estimator 1

Job Specification: High school diploma or equivalent, 2 years advanced education or equivalent specialized training, and 2 years of journeyman-level trade experience. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

1. Under general supervision, the Planner/Estimator I is responsible for proper planning and estimating of man-hours on work orders received in Work Control Office.
2. Review each task by physically visiting the location where the work is to be performed. Determine the task scope with the requester of the work, develop a list of materials required, order materials, and estimate the man-hours required to accomplish the task, using approved standards.
3. Responsible for all coordination of the task during the planning stages, including Work Control Center, other assigned crafts, Shop Foremen,

Engineering, and when applicable, the Work Requester and Facility Coordinator.

4. Compile a professional work package on each task received for submittal, including the following items and information: 1) Estimate Worksheet; 2) Job Summary; 3) description of work method, tools required, and safety requirements; copies of sketch and/or drawings related to task; technical data bulletins on new equipment being installed; and copies of all materials orders, including a due date of special order material.
5. Responsible for assisting Work Control with preparing the weekly work schedule. Advise supervisor when task is ready for scheduling.
6. Keep the foreman in assigned trade area abreast of all work in the planning stage. Consult foreman when problems are encountered.
7. Advise foreman of any special requirements. Notify the foreman when any adjustment is required concerning man-hours.
8. Responsible for coordinating all paperwork when a scope change is encountered by field personnel.
9. Prepare the scope change request in a professional manner for submittal to the customer for approval.
10. Perform all other position-related duties as assigned or requested.

Planner/Estimator 2

Job Specification: B.S./B.A. or equivalent in related field, or 3 or more years experience in related field. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

1. Responsible for proper planning and estimating of man-hours on Work Orders received in Work Management Division.
2. Responsible for all coordination of the task during the planning stages with other assigned crafts, foremen, engineering, and work requester.
3. Assist Work Management in preparing the weekly work schedule.
4. Keep foreman in assigned trade area abreast of all work in the planning stage.
5. Prepare plans and reports.
6. Perform all other position-related duties as assigned or requested.

Procurement Clerk

Job Specification: High school diploma or equivalent training/experience and 3 years experience. Requires knowledge of computer operating software programs. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide effective and efficient purchasing and administrative support to procurement.

1. Assist procurement by typing purchase orders and subcontracts; recording receipt of quotes and maintaining vendor search records; and assisting with preparing statistical reporting.
2. Contact vendors for quotations for small supply actions.
3. Compile documentation to establish procurement files. Maintain the procurement filing system.
4. Perform data entry to close out purchase orders.
5. Maintain the distribution system for all correspondence.
6. Maintain a suspense file for documents such as RFQs, subcontracts, and modifications.
7. Prepare correspondence to subcontractors/vendors and internal personnel.
8. Perform all other position-related duties as assigned or requested.

Procurement Specialist

Job Specification: Bachelor's degree from a four-year college/university; or 1 to 2 years related experience and/or training; or equivalent combination of education or experience. Must have computer skills and database knowledge. Individual must be able to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the public. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area circumference and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply concepts of basic algebra and geometry. Ability to define problems, collect data, establish facts, and draw valid conclusions. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Coordinate activities involved with procuring goods and services such as raw materials, equipment, tools, parts, supplies, and advertising, for organization by performing the following duties.

1. Review requisitions and negotiate within budgetary limitations and scope of authority.
2. Obtain material from supplier at the lowest cost consistent with considerations of quality, reliability of source and urgency of need.
3. Confer with vendors to obtain product or service information such as price, availability, and delivery schedule.
4. Prepare orders and follow up on orders for expedited delivery and shipment. Obtain certifications of delivery and conduct check against order. Determine method of procurement such as direct purchase or bid.
5. Develop and maintain necessary records and files for efficient operation.
6. Maintain procurement records such as items or services purchased, cost, delivery, product quality or performance.
7. Discuss defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.
8. Approve invoices for payment.
9. Perform all other position-related duties as assigned or requested.

Property Clerk

Job Specification: High school diploma or equivalent training/experience, 1 year of experience, and ability to do data input. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide overall office and clerical support.

1. Provide overall clerical and administrative support. Answer telephone, screen, and direct calls. Open and distribute mail. Perform word processing and typing functions as required.
2. Coordinate property consignments; interface with subcontractors/vendors on property consignments, releases, and other property management requirements; and interface with Government officials, the public, and owners/violators.

3. Perform data entry into required databases. Run reports and prepare correspondence as directed.
4. Maintain property files from acceptance to closeout.
5. Calculate storage charges and process release documentation.
6. Assist in sales activity as required.
7. Perform all other position-related duties as assigned or requested.

Property Control Specialist 1

Job Specification: Associate's degree with 1 to 3 years job-related experience. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Responsible for adequate control and administration of Government property under the responsibility and control of contract personnel.

1. Locate and move materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keep related records.
2. Review production schedules, inventory reports, and Work Orders to determine types, quantities, and availability of required material and priorities of customer orders.
3. Confer with supervisors to determine materials overdue and to inform them of location, availability, and condition of materials.
4. Locate and move materials to specified production areas.
5. Record quantity and type of materials distributed and on hand.
6. Perform all other position-related duties as assigned or requested.

Property Control Specialist 2

Job Specification: Associate's degree in Business, Accounting, Engineering or related field and minimum of 2 years general experience in business environment with accounting, distribution, manufacturing, supply, or transportation operation is required. A minimum of 2 years specific experience operating computer-based legacy systems, and other office computer programs, and input devices which scan and upload inventory information. Incumbent must possess planning/organizing skills, and must be able to work under deadlines. Experience may be substituted for education at the rate of one year of specific experience for one

year of college. Position may require security clearance, which may include Top Secret.

Principal Duties and Responsibilities:

Responsible for processing, reconciling, reporting, and archiving the activities and results of all physical inventories of Government property under the responsibility and control of contract personnel.

1. Perform reconciliation of all inventories performed by Physical Inventory Branch.
2. Assist Inventory Supervisor in developing production schedules, inventory reports, and availability of required material and priorities of customer orders.
3. Download collected data from scanning devices and ensure scanners are operational for next day's inventory activities.
4. Operate a computerized remote terminal.
5. Ensure materials inventory stocks are frozen from issue transactions during scheduled inventory.
6. Evaluate quality of each inventory performed to include all discrepancies (overages/shortages.).
7. Assure resolution of inventory discrepancies while ensuring accountability of all Government assets.
8. Perform extensive research to ascertain origin or disposition of property located or missing from inventory.
9. Coordinate inventory/scanning efforts with cooperating contractors, or contractors who are not part of the current inventory process, but have property assets involved.
10. Discuss inventory activities and provide status to customer upon request or as scheduled.
11. Prepare all reports, including final inventory reports or periodic status for all higher authority.
12. Perform all other position-related duties as assigned or requested.

Property Disposal Specialist 1

Job Specification: High school diploma or equivalent training/experience, 1 year of experience, and ability to do data input. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Assist in implementing the Stevenson-Wydler Technology Innovation Act by transferring excess/surplus research and education equipment to educational institutions. Interface with customers and other Federal/State agencies in promoting the

reutilization of excess/surplus property. Provide assistance in conducting sales of surplus property. Ensure that all the administrative tasks are done daily.

1. Provide documentation for pickup of excess items and monitor the action until closed.
2. Provide data for reports as required.
3. Participate in the interface/coordination of effort with the client.
4. Screen equipment transfer requests and process documentation.
5. Participate in all reutilization of excess and surplus property to other Federal and State agencies.
6. Assist in marketing surplus property for on-site sales, ensuring maximum sales proceeds.
7. Assist in research of aged cases, outstanding records, and discrepancies in the freeze status.
8. Advise property custodians on matters pertaining to the property disposition of Government-owned equipment. Assist with policies and procedures.
9. Review equipment requirements at the Defense Reutilization Marketing Offices.
10. Assist the Department Head in compiling and analyzing workload statistics.
11. Interface on a daily basis with schools in the State and surrounding states.
12. Interface on a daily basis with Federal and State agencies.
13. Coordinate with Packing and Crating and Dispatch Sections to schedule shipments of excess and surplus property as required.
14. Perform all other position-related duties as assigned or requested.

Property Disposal Specialist 2

Job Specification: High School graduate or equivalent with 4 to 6 years of experience in Government property accountability and disposal. An Associate's degree in Business, Accounting, or related field is preferred. Experience may be substituted for education at the rate of one year of specific experience for one year of college. Computer experience essential and must include use of mainframe data methods. Experience in a business environment with accounting, distribution, manufacturing, supply, or transportation operations required. Experience must also include document control, equipment management, report preparation, reutilization methods, marketing techniques, and the ability to conduct cost analyses. Must possess good verbal and written communications skills. Must possess

a valid State driver's license and the ability to obtain automobile insurance coverage through the Company's provider. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Assist in implementing the Stevenson-Wydler Technology Innovation Act by transferring excess/surplus research and education equipment to educational institutions. Interface with customers and other Federal/State agencies in promoting the reutilization of excess/surplus property. Provide assistance in conducting sales of surplus property. Ensure that all the administrative tasks are done daily.

1. Provide documentation for pickup of excess items and monitor the action until closed.
2. Provide data for reports as required.
3. Participate in the interface/coordination of effort with the client.
4. Screen equipment transfer requests and process documentation.
5. Participate in all reutilization of excess and surplus property to other Federal and State agencies.
6. Assist in marketing surplus property for on-site sales, ensuring maximum sales proceeds.
7. Assist in research of aged cases, outstanding records, and discrepancies in the freeze status.
8. Advise property custodians on matters pertaining to the property disposition of Government-owned equipment. Assist with policies and procedures.
9. Review equipment requirements at the Defense Reutilization Marketing Offices.
10. Assist the Department Head in compiling and analyzing workload statistics.
11. Interface on a daily basis with schools in the State and surrounding states.
12. Interface on a daily basis with Federal and State agencies.
13. Coordinate with Packing and Crating and Dispatch Sections to schedule shipments of excess and surplus property as required.
14. Perform all other position-related duties as assigned or requested.

Property Support Assistant

Job Specification: High School graduate or equivalent. Minimum of 3 years experience working in a logistics field (preferably Federal). Ability to prioritize work and handle numerous tasks simultaneously in a fast-paced

environment. Professional interpersonal skills, demeanor, and appearance. Must possess a valid State driver's license. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

To support organizations in acquiring, controlling, shipping and disposing of property.

1. Process documentation, control, ship, inventory, receive, and dispose of property.
2. Perform close liaison with administrative and technical personnel to offer optimum support.
3. Operate ADP systems for property control.
4. Tag and sort materials for disposal and perform necessary expediting.
5. Assign and maintain files for accountable document control numbers.
6. Maintain surveillance over assigned equipment and coordinate data input by Control Administrator.
7. Assist with inventories as required.
8. Process documentation to modify, cannibalize, survey, or found on-station assigned equipment, storage/repair updates.
9. Request addition of new users to the database as required.
10. Expedite transactions to ensure timely closure.
11. Provide assistance to management during walk-through inspections.
12. Accept accountability of new property.
13. Provide Form 1602 and/or approve other transactions involving assigned equipment as required.
14. Perform field research as required.
15. Perform hand carries of documentation as required. Interface with customer personnel in a courteous manner, providing technical advice and assistance as required.
16. Interface with Company supervisory and customer personnel on a regular basis, responding to all verbal and written requests.
17. Prepare and submit SRS for equipment turn in.
18. Identify controlled equipment no longer needed and coordinate disposition with users.
19. Assign sensitive items to primary users.
20. Ensure, prior to retirement/transfer/resignation of employee, that all equipment is properly transferred.
21. Responsible for building equipment records in Government-provided systems.

22. Program mobile property passes (Form 892) for mobile equipment items assigned to an employee.
23. Interface with customer personnel in a courteous manner.
24. Perform all other position-related duties as assigned or requested.

Purchasing Agent 1

Job Specification: Associate's degree and at least 3 years job-related experience or equivalent. Good communications skills; familiarity with word processing, database, spreadsheet and integrated software applications are required. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Procure services, supplies, hardware, software, and other commodities required for facilities and employees. Review the procurement process for adherence to Company policies and Government regulations.

1. Perform purchasing duties, including but not limited to preparing and executing purchase requested with limited supervision.
2. Advise/recommend end-users on commodities and prepare/review vendor solicitations.
3. Solicit for new vendors, schedule visits, and monitor vendor performance.
4. Track capital assets.
5. Prepare/participate in internal/external audits and interact with other team members to advise and recommend improvements.
6. Coordinate with Shipping/Receiving and Accounting Departments on deliveries and assist in resolving problems.
7. Maintain a filing system for all procurement matters.
8. Comply with governmental law, Company and divisional procurement policies and procedures.
9. Perform all other position-related duties as assigned or requested.

Purchasing Agent 2

Job Specification: Associate's degree and at least 5 years job-related experience or equivalent. Excellent oral and written communications skills; working knowledge with word processing, database and spreadsheet programs and integrated software applications are required. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Procure or oversee the procurement of all services, supplies, hardware, software, and other commodities required for Company facilities and employees to function. Review the procurement process for adherence to Company policies and Government regulations.

1. Advise on the most efficient means of procuring items and applicable procedures. Counsel requestors regarding product availability and economic purchase factors.
2. Review incoming procurement requests for adherence to Company policies and Government regulations. Determine most effective method of procurement.
3. Coordinate the workflow and prioritize procurement requests among Junior Purchasing Agents. Review Junior Agent procurements and assist/train Junior Agents when necessary.
4. Prepare solicitation documents such as Requests for Quotes and Requests for Proposal. Procure requested items, adhering to the requirements specified, including required delivery dates, description of items, quantity and quality of items. Negotiate price and/or terms and conditions where applicable. Prepare and/or approve documentation such as price analysis, vendor selection, lease versus buy analysis, operating versus capital lease analysis, sole justifications, market surveys, and best-value and technical evaluations.
5. Track procurement for supplier compliance with negotiated terms and delivery dates. Coordinate returns and service problems with suppliers.
6. Establish new suppliers by interviewing prospective suppliers, monitoring their performance and providing improvement recommendations.
7. Monitor overall procurement procedures for possible improvements. Coordinate with Company-wide procurement team to implement purchasing improvements including standardized forms, file organization, and documentation requirements.
8. Comply with governmental law and Company and division procurement policies.
9. Maintain a filing system and be responsible for communications and correspondence to and from customer regarding procurement matters.
10. Perform all other position-related duties as assigned or requested.

Purchasing Agent 3

Job Specification: Bachelor's degree in Business Administration and at least 5 years job-related experience or equivalent. Excellent oral and written communications skills; working knowledge with word processing, database, spreadsheet programs and integrated software applications are required. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Procure or oversee procurement of all services, supplies, hardware, software and other commodities required for facilities and employees to function. Review the procurement process for adherence to Company policies and Government regulations.

1. Specialize in the completion of complex assignments.
2. Lead and/or advise other Purchasing Assistants and Purchasing Agents.
3. Prepare and execute requests (high-dollar requests) that are more complex in nature, requiring more acquisition experience and more clearly defined documentation.
4. Schedule and coordinate internal/external audits.
5. Solicit for new vendors and schedule visits.
6. Interpret, recommend and implement procurement policies and procedures.
7. Provide input for performance and salary reviews.
8. Plan procurement workload assignments and assign to purchasing personnel.
9. Serve as subject matter expert for procurement matters, provide advice, and recommend changes that have an important bearing on internal Company operations.
10. Comply with governmental law and Company and divisional procurement policies and procedures.
11. Maintain a filing system and be responsible for all correspondence on all procurement matters.
12. Perform all other position-related duties as assigned or requested.

Purchasing Manager

Job Specification: Bachelor's degree or equivalent training/experience, 5 years experience, and thorough working knowledge of the Federal Acquisition Regulations (FAR). Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide an effective subcontract and procurement program, which ensures compliance with prime contract requirements.

1. Negotiate, justify, and issue purchase orders for supplies and services in accordance with Company policies and procedures. Negotiate, document, and establish new subcontracts, including establishing evaluation criteria and plan, evaluating security subcontractors' offers, documenting subcontractors' capabilities, conducting evaluation of all proposals; creating subcontracts; and maintaining official complete subcontract files.
2. Administer all subcontracts and purchase orders, including monitoring performance, prices, and certifications; exercising options, conducting market analysis and negotiating prices; maintaining subcontract and purchase order files; issuing modifications as necessary; assisting management in resolving subcontractor and vendor problems; and resolving invoicing issues with Finance and Accounting.
3. May provide functional direction to other contracts and procurement personnel, including site visits and audits.
4. Make distribution, as required, of approved/signed new subcontracts and purchase orders, modifications to subcontracts, and/or listing of current and potential qualified subcontractors/vendors.
5. Develop or assist in development and maintenance of policies and procedures for all subcontracting and general procurement activity, including purchase orders.
6. May develop and/or deliver contracts and procurement training.
7. Oversee/evaluate potential subcontractors and ongoing performance. Perform periodic reviews of procurement actions for compliance with policies and procedures, competition, and prime contract requirements.
8. Ensure that all necessary data is entered and maintained in automated systems.
9. Coordinate subcontractor and vendor invoicing issues with Finance and Accounting.
10. May coordinate adverse incidents and hazardous material handling issues with Risk Management.
11. Monitor the Small Business (SB) and Small Disadvantaged Business (SDB) Program, and the Labor Surplus Area Program. Identify potential sources for compliance with the SB and SDB Programs.

12. Develop and implement appropriate tools to ensure the participation of Labor Surplus Area vendors. Solicit new procurement sources with the assistance of management, including small, disadvantaged and women-owned businesses.
13. Compile and submit reports to customers and management.
14. Oversee and coordinate subcontract terminations for resolution in accordance with Contracts and Procurement Procedures and the FAR.
15. May develop or assist in developing and maintaining the Guide for Doing Business With EG&G for use by vendors/subcontractors.
16. Obtain, if necessary, Contracting Officer approvals of subcontract actions.
17. May assist the Contract Administrator with prime contract functions.
18. Close out contract and procurement files in accordance with records retention procedures.
19. Perform all other position-related duties as assigned or requested.

Quality Assurance Assistant

Job Specification: High school diploma or General Education Degree (GED) required. Minimum 18 months experience in material handling, supply, distribution, inspection, Quality Assurance (QA), or related processes. Must be able to use Defense Logistics Agency (DLA) Support Services (DSS) and other automated distribution systems used at Defense Distribution Depot, Jacksonville, FL (DDJF). Must be able to follow requirements of MIL-STD 105 and DLA Manuals or other directives as required. Must be licensed and experienced in the use of Material Handling Equipment (MHE). Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Perform range of process quality checks and material inspections within Receiving; Storage; Transportation; Inventory; and Preservation, Packaging, Packing and Marking (PPP&M). Evaluate process performance through use of sampling techniques to help ensure programs meet prescribed quality levels. Inspect suspect items for identity and condition. Requires use of a variety of measurement tools and frequent daily travel from one work area to another to meet process needs. Work under the supervision of a designated lead, supervisor or manager.

1. Perform daily process quality checks using Performance Evaluations criteria of the DDJF

Performance Work Statement, Quality Control/
Customer Satisfaction Plan (QC/CSP).

2. Visually inspect material for identity and condition.
3. Make necessary changes to the accountable inventory system as required.
4. Perform physical count of assets, research count discrepancies, and recommend changes as required.
5. Perform shelf-life inspection of assets in storage and make changes as required.
6. Perform weight and measurement actions of assets in storage.
7. Escort and assist customers during warehouse location visits.
8. Rework material as needed.
9. Perform location accuracy checks as required.
10. Operate MHE.
11. Prepare reports and charts as required.
12. Participate in all technical quality-related meetings.
13. Assist in maintaining current files of all technical documents, instructions, procedures and requirements necessary for implementation of an effective quality assurance program.
14. Perform all other position-related duties as assigned or requested.

Quality Assurance Officer

Job Specification: Bachelor's degree in Quality Assurance, Engineering, Business Management or related field and 7 years experience or equivalent training/experience. Good written communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position requires familiarity with and ability to stay current in general industry standards (29CFR 1910 and 1926), NFPA 101, American National Standards Institute (ANSI) Standards. Position may require travel. Position requires the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Maintain and administer quality and safety programs to ensure a safe and compliant work environment. Maintain adherence to quality requirements established under ISO 9001:2000.

1. Develop and maintain the health and safety manuals. Comply with corporate, State, Federal and local regulations and contract requirements.

2. Coordinate with the Prime Contractor Safety and Environmental personnel and Federal/local government agencies. Provide guidance to managers and supervisors to assist them in the interpretation of and compliance with quality-related contract requirements.
3. Correspond with insurance loss control experts and claim representatives to strengthen the Company Worker's Compensation and Loss Prevention Program.
4. Maintain safety, health and environmental records. Support issuance of work permits for continued improvements of quality and safety.
5. Conduct special evaluations, quality surveys and audits. Compile reports and findings of surveys and audits for Company officials for review and make action recommendations as required.
6. Conduct accident investigations. Complete and maintain required reporting.
7. Maintain current files of all technical documents, instructions, procedures and requirements necessary to implement an effective quality assurance program.
8. Perform all other position-related duties as assigned or requested.

Quality Assurance Specialist

Job Specification: Bachelor's Degree in Business, Engineering, Accounting or related area required and minimum 1-year general experience and 1-year specific experience in areas of inspection, quality assurance, and related areas. May substitute experience for education at the rate of 1 year of specific experience for 1 year of college. Must have demonstrated ability to obtain certifications required for position. Must be able to use DSS and other automated distribution systems used at site. Must be able to follow requirements of MIL-STD-129. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Perform duties of Quality Assurance Specialist in testing, evaluation, validation of processes, and training Distribution Center work force in Total Quality Management (TQM). Perform first article inspection as required, validate processes through statistical sampling and other measuring techniques. TQM point of contact for distribution mission. Review inventory process, Care of Supplies in Storage (COSIS) process, packaging and shipping processes to ensure continued emphasis on continuous process improvement. Work independently and report directly to Operations Director, who has QA responsibility for Distribution Center operations.

1. Identify, examine, classify, inspect and report on specific and general issues of quality assurance and TQM. Examinations may be visual or require measuring devices and techniques.
2. Able to use basic processes of inspection/examination procedures for material.
3. Able to read specifications, drawings, prints, schematics and photographs.
4. Able to successfully certify in Safety, Hazardous Material (HAZMAT) and Radioactive training requirements. Must be current in all certifications within 30 to 60 days of selection for position.
5. Perform first article inspections as required.
6. Prepare labels as required.
7. Prepare reports as required.
8. Operate tools and equipment in performance of duties.
9. Receive data from and input data to DSS and other automated systems in performance of duties.
10. Operate MHE (forklifts, warehouse tractor) as assigned and hold appropriate license.
11. Count, weigh, record data, and apply tags and labels.
12. Able to make preventive maintenance adjustments to related equipment.
13. Perform all other position-related duties as assigned or requested.

Quality Assurance Technician 1

Job Specification: B.S./B.A. in related field and/or 3 to 5 years experience in functional field. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

1. Construct components, subunits, or simple models and adapt standard equipment.
2. Install quality control process sampling systems, procedures, and statistical techniques.
3. Specify inspection and testing mechanisms.
4. Analyze production limitations and standards.
5. Recommend revision specifications when indicated.
6. Use judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

7. Perform all other position-related duties as assigned or requested.

Quality Assurance Technician 2

Job Specification: Bachelor's degree plus 3 to 5 years job-related work experience. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Construct components, subunits, or simple models and adapt standard equipment.

1. Install quality control process sampling systems, procedures, and statistical techniques.
2. Specify inspection and testing mechanisms.
3. Analyze production limitations and standards.
4. Recommend revision specifications when indicated.
5. Use judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.
6. Perform all other position-related duties as assigned or requested.

Quality Control Auditor

Job Specification: High school diploma and at least 2 years job-related experience or equivalent. Training in quality control methods desired. Requires experience with computers. Knowledge of automotive systems and components desired. Requires excellent interpersonal skills, communications skills, writing skills and aptitude for details. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Responsible for reviewing the accuracy and contract compliance of outgoing data. Responsible for developing, supervising and maintaining audit programs for procurement and maintenance data, as well as equipment calibrations. Also responsible for developing and maintaining the overall Quality Assurance Program for the facility.

1. Oversee and maintain an audit program in order to assure the accuracy and contract compliance of all outgoing data.
2. Develop, update and maintain internal audit programs (Quality Assurance Programs) for all departments.
3. Interact effectively and independently with all department personnel as well as EPA.

4. Supervise the auditing of all vehicle class information active and closed.
5. Perform all other position-related duties as assigned or requested.

Quality Manager

Job Specification: Bachelor's degree in Quality Assurance, Engineering, Business Management or related field and 7 years experience or equivalent training/experience. Good written communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position requires familiarity with and ability to stay current in general industry standards (29CFR 1910 and 1926), NFPA 101, ANSI Standards. Position requires the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Maintain and administer quality and safety programs to ensure a safe and compliant work environment. Maintain adherence to quality requirements established under ISO 9901.

1. Develop and maintain the health and safety environmental policies and procedures to protect the safety of the public and Contractor personnel. Comply with corporate, State, Federal and local regulations and contract requirements.
2. Deliver and track new employee safety orientations. Develop and deliver training programs in a manner that raises employee awareness and enables employees and supervisors to work safely.
3. Participate in the safety committee meetings to bring union and management employees together as a team to address site-related safety, health and environmental concerns.
4. Coordinate with the prime contractor's Safety and Environmental personnel and Federal/local government agencies. Provide guidance to managers and supervisors to assist them in the interpretation of and compliance with quality-related contract requirements.
5. Correspond with insurance loss control experts and claim representatives to strengthen the Company Worker's Compensation and Loss Prevention Program.
6. Assist Human Resources with a credible Worker's Compensation Program, including developing a strong return to work policy.
7. Continuously monitor and evaluate employee exposure to work conditions and make recommen-

dations for accident prevention. Evaluate a changing work environment for hazards and identify means to eliminate and/or control the hazards.

8. Maintain safety, health and environmental records. Support issuance of work permits for continued improvements of quality and safety.
9. Conduct special evaluations, quality surveys and audits. Compile reports and findings of surveys and audits for Company officials for review and make action recommendations as required.
10. Conduct accident investigations. Complete and maintain required reporting.
11. Maintain current files of all technical documents, instructions, procedures and requirements necessary for implementing an effective quality assurance program.
12. Perform all other position-related duties as assigned or requested.

Quality Support Supervisor

Job Specification: Bachelor's degree in Quality Assurance, Engineering, Business Management or related field and 5 years experience or equivalent training/experience. Good written communications skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position requires familiarity with and ability to stay current in general industry standards (29CFR 1910 and 1926), NFPA 101, ANSI Standards. Position may require travel. Position requires the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Maintain and administer quality and safety programs to ensure a safe and compliant work environment. Maintain adherence to quality requirements established under ISO 9001:2000.

1. Maintain health and safety manuals. Comply with corporate, State, Federal and local regulations and contract requirements.
2. Provide guidance to assist in the interpretation of and compliance with quality-related contract requirements.
3. Maintain safety, health and environmental records. Support issuance of work permits for continued improvement of quality and safety.
4. Conduct special evaluations, quality surveys and audits. Compile reports and findings of surveys and

audits for Company officials for review and make action recommendations as required.

5. Conduct accident investigations. Complete and maintain required reporting.
6. Maintain current files of all technical documents, instructions, procedures and requirements necessary for implementing an effective quality assurance program.
7. Perform all other position-related duties as assigned or requested.

Receiver/Unloader

Job Specification: High School graduate or equivalent and 1 year experience in receiving property in a Federal or commercial system. Basic knowledge of receipt processing and procedures associated with dock operations. Ability to follow written and verbal instructions. Possess good number facility and verbal ability. Ability to lift and carry loads of various weights and dimensions. Ability to walk and stand for prolonged periods. Ability to operate a forklift up to 20,000 pounds. Ability to prioritize work and handle numerous tasks simultaneously in a fast-paced environment. Professional interpersonal skills, demeanor and appearance. Ability to follow verbal and written instructions. Must possess a valid State driver's license and be able to obtain any special driver's permit as required by State or Federal law. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Unload property from trucks at the receiving dock and perform visual inspection for damage.

1. Obtain forklift; Packing, Crating and Handling (PCH); and hazardous material handler certifications.
2. Operate a forklift up to 20,000 pounds in the performance of assigned duties.
3. Verify correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts or other records through SAP system.
4. Inspect incoming shipments for quantity and condition and record any visible damage on freight ticket.
5. Obtain a legible signature and date from driver on freight ticket for all deliveries.
6. Segregate and locate material by type and quantity, during the receipt, inspection and issue stages.
7. Sign freight bills and note the appropriate procurement number on them.

8. Attach appropriate procurement documents and tally sheet to material before and after the aforementioned stages.
9. Assist in preparing and maintaining records for received property. Prepare Form 35 and Dray Ticket. All packages must have either a dray ticket, D-Voucher or other notation.
10. Interface with Company supervisory and customer personnel on a regular basis, responding to all oral/written requests. Inform customer of special shipments.
11. Ensure that goods are appropriately identified for routing to departments.
12. Pull material based on movement tickets and organizing warehouse space.
13. Operate on-line ADP terminal.
14. Scan item that will fit through the X-ray machine.
15. Overnight and next day shipments have priority and need to be ready for distribution by noon of day received; otherwise, alert Receiving Lead of problem.
16. Certain shipments must be handled in a precise manner and follow specific work instructions, such as space- or program-critical, hazardous materials and large items too large to unload at Building 4631.
17. Process firearms, notify security and store in secured cabinet until picked up by security.
18. Interface with customer personnel in a courteous manner, providing technical advice and assistance as required.
19. Perform all other position-related duties as assigned or requested.

Scheduler

Job Specification: High school diploma and at least 3 years job-related experience or equivalent. Requires excellent interpersonal skills, communications skills, writing skills and aptitude for details. Requires operating application software, including word processing and spreadsheets. Requires a valid driver's license and a good driving record. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Primary responsibilities are scheduling and conducting incoming and outgoing program participant interviews. Coordinate scheduling activities between Procurement and Auto Service Department. Maintain leaner fleet inventory.

1. Coordinate and schedule incoming and outgoing program participant vehicles; coordinate and schedule activities between Procurement and Auto Services Department.
2. Conduct participant interviews; complete appropriate documents for testing purposes.
3. Coordinate requirements of the EPA with results of Procurement Department and participant.
4. Maintain leaner fleet inventory. This includes contacting rental agencies, coordinating vehicle insurance claims and repairing damaged vehicles.
5. Maintain files and records on banked and scheduled program participants.
6. Assist other areas as needed in performing procurement and/or auto service duties, which may include pickup and delivery of vehicles.
7. Perform all other position-related duties as assigned or requested.

Security and Safety Officer

Job Specification: Associate's degree and at least 7 years job-related experience or equivalent. Requires operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Develop and implement policies and programs to ensure that the Company is in compliance with all Federal, State and local laws, as well as Government regulations concerning industrial security, safety and the environment.

1. Develop and administer the Company's industrial security, environmental and occupational safety programs, and coordinate compliance at all business locations.
2. Advise senior management and security, safety and environmental personnel on the impact of applicable laws and regulations on Division operations.
3. Coordinate Government interactions and compliance activities within the organization during and after audits initiated by Government agencies. Conduct internal audits of security, safety and environmental programs at all facilities.
4. Oversee the Worker's Compensation Program. Compile and analyze program data in order to implement procedures to improve processes and reduce waste throughout the Division.

5. Develop and coordinate training programs in security education and employee safety procedures; recommend and procure training materials and monitor the effectiveness of related training programs.
6. Compile and submit required OSHA reports and annual safety and environmental plans as required by EG&G corporate policies. Oversee the analysis of collected data and the implementation of programs to reduce or abate hazards and pollutants.
7. Prepare department budgets and provide input to the six-quarter plan and other Company planning processes.
8. Perform all other position-related duties as assigned or requested.

Security Officer 1

Job Specification: Associate's degree in Business Administration or Security and at least 2 years DoD security-related experience. Must have or be able to obtain Industrial Security Management Certification. Requires operating application software, including word processing and spreadsheet programs. Position may require travel. Position may require ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide support with the administration and compliance of security regulations and procedures in accordance with DoD guidelines. Routinely interact with Government agencies relative to security matters.

1. Manage and maintain the classified document database.
2. Manage and maintain the personnel clearance database.
3. Ensure adherence to regulations for generation, transfer, storage and handling of classified materials.
4. Assist with maintaining the security equipment, alarms, and access control system.
5. Assist with planning and coordinating security services and related functions.
6. Assist with budget management for security staff in direct support of classified contact administration.
7. Perform all other position-related duties as assigned or requested.

Security Officer 2

Job Specification: Associate's degree in Business Administration or Security and at least 3 years DoD

security-related experience. Must have or be able to obtain Industrial Security Management Certification. Requires operating application software, including word processing and spreadsheet programs. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Administer and assure compliance with security regulations and procedures in accordance with DoD guidelines. Direct and advise all departments regarding security regulations and procedures. Routinely interact with Government agencies relative to security matters.

1. Supervise and train security personnel in document control, personnel clearance processing, and visitor control.
2. Manage and maintain the classified document database.
3. Manage and maintain the personnel clearance database.
4. Ensure adherence to regulations for generation, transfer, storage and handling of classified materials.
5. Responsible for operation and maintenance of security equipment, alarms, and access control system.
6. Develop, implement and maintain procedures for classified and accredited AIS systems.
7. Plan and coordinate security services and related functions, including the implementation and supervision of programs to ensure maximum utilization within the facility.
8. Manage budget for security staff in direct support of classified contract administration.
9. Perform all other position-related duties as assigned or requested.

Stock Clerk

Job Specification: High School diploma or equivalent with 1 year or more experience. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Receive, store, and issue equipment, materials, supplies, merchandise, foodstuffs, or tools, and compile stock records of items in stockroom, warehouse or storage yard.

1. Count, sort, or weigh incoming articles to verify receipt of items on requisition or invoice.

2. Examine stock to verify conformance to specifications.
3. Store articles in bins, on floor or on shelves according to identifying information, such as style, size or type of material.
4. Fill orders or issue supplies from stock.
5. Prepare periodic, special or perpetual inventory of stock.
6. Requisition articles to fill incoming orders.
7. Compile reports on use of stock handling equipment, adjustments of inventory counts and stock records, spillage of or damage to stock, location changes, and refusal of shipments.
8. May mark identifying codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustments or repairs to articles carried in stock. May cut stock to site to fill order.
9. Perform all other position-related duties as assigned or requested.

Subject Matter Expert 1

Job specification: Vocational/Technical school or Associate's degree and at least 2 years job-related experience or equivalent. Good communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

1. To support management, organizational and business tasks, provide subject area knowledge to solve problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc.
2. Provide technical analyses and advice in specific technical areas to support management, organizational and business decisions.
3. Participate in meetings, task groups, teams, reviews and other environments to assist in collaborative results.
4. Conduct site visits, investigations and studies to gather information.
5. Prepare reports, presentations and papers to document findings, opinions and recommendations.

Subject Matter Expert 2

Job Specification: Bachelor's degree and at least 2 years job-related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot and design solutions to problems in specific areas of expertise. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

1. To support management, organizational and business tasks, consult as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc.
2. Provide expert technical analyses and advice in specific technical areas to support management, organizational and business decisions.
3. Participate in meetings, task groups, teams, reviews and other environments to assist in collaborative results.
4. Conduct site visits, investigations and studies to gather information.
5. Prepare reports, presentations and papers to document findings, opinions and recommendations.
6. May lead/mentor junior personnel.

Subject Matter Expert 3

Job Specification: Bachelor's degree and at least 4 years job-related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot and design solutions to technical problems. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

1. To support management, organizational and business tasks, consult as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc.

2. Provide expert technical analyses and advice in specific technical areas to support management, organizational and business decisions.
3. Participate in meetings, task groups, teams, reviews and other environments to assist in collaborative results.
4. Conduct site visits, investigations and studies to gather information.
5. Prepare reports, presentations and papers to document findings, opinions and recommendations.
6. Lead/mentor junior personnel.

Subject Matter Expert 4

Job Specification: Bachelor's degree and at least 6 years job-related experience or equivalent. Good communications skills; working knowledge of word processing and integrated software applications; good management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

1. To support management, organizational and business tasks, consult as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc.
2. Collaborate with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution.
3. Provide expert technical analyses and advice in specific technical areas to support management, organizational and business decisions.
4. Participate in meetings, task groups, teams, reviews and other environments to assist in collaborative results.
5. Conduct site visits, investigations and studies to gather information.
6. Prepare reports, presentations and papers to document findings, opinions and recommendations.
7. Supervise teams in accomplishing tasks and train junior-level personnel in the technical aspects of assigned work.

Supply Analyst, Sr.

Job Specification: Bachelor's degree or equivalent training/experience; 3 years purchasing experience particularly relating to Government contracts; a working knowledge of word processing and spreadsheet application. Must possess a valid driver's license. Positions may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Process procurement action and coordination transportation requirements as needed.

1. Issue purchase orders for all general procurement supplies and services and maintain a purchase order log.
2. Review all purchase requisitions for completeness and accuracy; obtain competitive quotes and document information in procurement files; and document source and price justifications for all procurement actions.
3. Expedite delivery/performance and maintain document file.
4. Assist the other Department personnel with contract and subcontract administration.
5. Promote the Small Business, Small Disadvantaged Business, and Woman-Owned Small Business Program by targeting business opportunities with such companies.
6. Close out completed procurement files and process them in accordance with Records Retention Procedures.
7. Maintain functional knowledge and required files of current tariff rules and rates, classifications of freight, Government requirements for the transportation of hazardous materials, and automated freight rates.
8. May coordinate with other departments in compiling all required documentation relating to claims for recovery of loss with carriers or vendors when applicable and coordinate quality assurance discrepancies.
9. Perform all other position-related duties as assigned or requested.

Supply Clerk

Job Specification: One-year certificate from college or technical school; or 3 to 6 months related experience and/or training; or equivalent combination of education and experience. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write

routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must maintain a current State driver's license and be trained to operate forklift up to 6,000 pounds. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Receive, store, and issue equipment, material, merchandise, or tools, and compile stock records in stockroom, warehouse, or storage yard by performing the following duties.

1. Count, sort, or weigh incoming articles to verify receipt of items on requisition or invoices.
2. Examine stock to verify conformance to specifications.
3. Store articles in bins, on floor, or on shelves, according to identifying information such as style, size, or type of material.
4. Fill orders or issue supplies from stock.
5. Requisition articles to fill bench stock items.
6. Compile reports on consumption of stocked items, adjustments of inventory counts and stock records, spoilage of or damage to stocked items, location changes, and refusal of shipments.
7. Mark identifying codes, figures, or letters on articles.
8. Distribute stock among production workers, keeping records of material issued.
9. Make adjustments or repairs to articles carried in stock.
10. Determine methods of storage, identification, and stock location, considering temperature, humidity, height and weight limits, turnover, floor loading capacities, and required space.
11. Cut stock to size to fill order.
12. Move or transport material or supplies to other departments.
13. Maintain inventory and other stock records.
14. Accept recommended additions to bench stock from workers, provided history with recommendation to supervisor for consideration.

15. Maintain shop tools so they are in working condition, report damaged tools and requisition replacements.
16. Build up individual tool kits for various crafts using established tools list.
17. Sign out tool kits for various crafts using established tools list.
18. Sign out tools kits and maintain records in secure file.
19. Stock most common hand tool items to replenish kits as approved by supervisors.
20. Perform all other position-related duties as assigned or requested.

Telephone Operator

Job Specification: High school diploma or equivalent training/experience and 2 years telephone/switchboard experience. Good interpersonal skills and telephone manner, and light typing skills. Must have a valid driver's license and position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide telephone support.

1. Receive and place calls with courtesy and tact. Provide information services and/or transfer calls to proper number
2. Answer questions regarding facility's organizational elements and current projects.
3. Identify calls placed by and/or for reimbursable customers.
4. Compile information for usage reports of all customers.
5. Intercept incoming calls made.
6. Assist in placing conference calls for larger groups as needed.
7. Place calls for management officials during emergencies or other special instances as required.
8. Report console and related equipment failures to proper authorities.
9. Perform all other position-related duties as assigned or requested.

Transportation Clerk

Job Specification: High school diploma or GED, or 1 to 3 months related experience and/or training, or equivalent combination of education and experience. Ability to read and interpret documents such as safety

rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Control the commercial carriers picking up freight at the Kelly Distribution Center. Reroute and reschedule trucks as necessary to minimize detention charges. Resolve problems between carriers and loading areas.

1. Control outbound truckloads by setting up suspense files, monitoring schedules, coordinating with carriers on times and ancillary equipment, and rerouting and rescheduling trucks as necessary to minimize detention charges.
2. Segregate strips, annotate, and arrange documentation by carrier and due in date on Less than Truckload (LTL) and Truckload (TL) shipments.
3. Issue and control "Cargo Movement and Seal records."
4. Process and control movement of SEAVANS.
5. Process deliveries by reviewing the driver's documentation, conferring with receiving and warehousing personnel and directing drivers.
6. Process mail and documentation for both internal and external distribution.
7. Perform all other position-related duties as assigned or requested.

Utility Operator

Job Specification: High school diploma or equivalent. Qualified journeyman in accordance with union rules. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Move and assist with operation of mobile generators, portable air conditioning units and chillers and other mobile utility equipment. Perform all other position-related duties as assigned or requested.

Utility Person

Job Specification: High school diploma or equivalent. Qualified journeyman in accordance with union rules. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Move and assist with operation of mobile generators, portable air conditioning units and chillers and other mobile utility equipment. Perform all other position-related duties as assigned or requested.

Vehicle Dispatcher

Job Specification: High school diploma or equivalent training/experience and 1 year related work experience. Must possess a valid driver's license. Excellent attention to detail and experience inputting information into a database. Must have excellent communications and organization skills. May require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Provide administrative support for the scheduling and dispatching of all vehicles and personnel to perform pickup and delivery of material.

1. Accept requests via the telephone and in writing for pickup or delivery of material.
2. Receive vehicle reservation requests from customers. Enter requests in the database and dispatch required vehicles in a timely manner.
3. Review travel orders to ensure validity. When necessary, issue travelers the U.S. Government credit card.
4. Schedule and dispatch personnel, equipment and vehicles (including but not limited to motor pool vehicle, trucks and shuttle buses).
5. Maintain accurate dispatch and maintenance records of vehicles.
6. Monitor fuel deliveries and dispensing.
7. May assist in reporting information to the customer.
8. Perform all other position-related duties as assigned or requested.

Warehouse Lead

Job Specification: High school diploma or equivalent training/experience and a valid driver's license. Individuals must also pass and maintain a Background Investigation and access to required information systems. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Perform a variety of warehouse functions in support of a distribution depot. Interface with customers to verify discrepancies and resolve as appropriate. Perform

quality assurance duties in support of the warehouse function.

1. As directed, perform a variety of warehousing duties which require an understanding of the establishment's storage plan.
2. Verify materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages.
3. Route materials to prescribed storage locations.
4. Store, stack, or palletize materials in accordance with prescribed storage methods.
5. Rearrange and take inventory of stored materials.
6. Examine stored materials and report deterioration and damage; remove material from storage and prepare it for shipment.
7. May operate hand or power trucks in performing warehousing duties.
8. Perform miscellaneous quality assurance duties, including performing inventory process checks, inspecting materials and articles, etc.
9. Perform all other position-related duties as assigned or requested.

Warehouse Specialist

Job Specification: High school diploma or equivalent training/experience and a valid driver's license. Individuals must also pass and maintain a Background Investigation and have access to required information systems. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Perform a variety of warehouse functions in support of a distribution depot. Interface with customers to verify discrepancies and resolve as appropriate. Perform quality assurance duties in support of the warehouse function.

1. As directed, perform a variety of warehousing duties, which requires an understanding of the establishment's storage plan.
2. Verify materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages.
3. Route materials to prescribed storage locations.
4. Store, stack, or palletize materials in accordance with prescribed storage methods.
5. Rearrange and take inventory of stored materials.

6. Examine stored materials and report deterioration and damage; remove material from storage and prepare it for shipment.
7. May operate hand or power trucks in performing warehousing duties.
8. Perform miscellaneous quality assurance duties, including performing inventory process checks, inspecting materials and articles, etc.
9. Perform all other position-related duties as assigned or requested.

Warehouse Supervisor

Job Specification: Bachelor's degree or equivalent training/experience; 5 years related experience, and a valid driver's license. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Supervise the warehouse activities, ensuring compliance with Company policies and procedures regarding acceptance, storage, maintenance, inventory, and release of both general order merchandise and seized property.

1. Supervise the warehouse staff, including ensuring staff is adequately trained; coordinating workloads, priorities, and schedules to ensure timely and effective completion of work; and monitoring and evaluating staff performance.
2. Oversee and recommend maintenance and repairs to facility.
3. Supervise scheduling maintenance and repairing Company vehicles and equipment in accordance with procedures and requirements.
4. Supervise warehouse operations, including acceptance, storage, maintenance, inventory, and release of all merchandise and property within the facility.
5. Oversee the breakdown for public viewing and auction of merchandise and property for sale.
6. Assist in sales activity as required.
7. Ensure proper storage of general order merchandise and seized property stored at the Sales Center.
8. Implement and monitor daily and month-end reporting of facility security, fire prevention, and space utilization.
9. Perform all other position-related duties as assigned or requested.

Warehouse Worker

Job Specification: High school diploma or equivalent training/experience; 3 years experience and a valid driver's license. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Load, off-load, inventory, store, and retrieve property. Maintain property, tools, and equipment.

1. Load, off-load, sort, tag, package, and palletize both general order merchandise and seized property.
2. Photograph and assist in detailed inventory evaluation of merchandise and property.
3. Operate Company vehicles and material handling equipment.
4. Select storage location and record selected location on inventory worksheet. Forward inventory worksheet to Warehouse Supervisor for review.
5. Maintain tools, equipment, and facilities.
6. Assist in remitting, transferring, and releasing property.
7. Support cyclic sales activities.
8. Perform all other position-related duties as assigned or requested.

Warehousing Manager

Job Specification: High school education or equivalent with a minimum of 5 years supervisory experience with emphasis in inventory and warehouse management, and property accountability experience preferred. Must have working knowledge of MSOffice and database management software. Must have the ability to work in a fast-paced team environment. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to work with mathematical concepts such as probability, and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions in a practical situation. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Operation of forklift is incidental to the job and training will be provided. Must be willing to train in order to operate equipment.

Principal Duties and Responsibilities:

Will be responsible for overseeing warehouse operations, development and implementation of an equipment management information system, and establishment of an inspection, maintenance and repair capability for stored or leased equipment. Position may require the ability to pass and maintain a security clearance.

1. Oversee inventory of equipment operated by EG&G, Greater Kelly Development Center (GKDC), or leased to tenants, including updating and maintaining inventory databases.
2. Manage warehousing functions, including receipt, storage, and disbursement of property.
3. Arrange for alterations to or maintenance, upkeep, or reconditioning of possessed personal property. Develop and enforce lessee's agreements for maintenance and upkeep of leased equipment.
4. Purchase supplies and equipment for use on leased properties.
5. Advise clients relative to selling of personal property.
6. Direct sale of personal property when determined excess to GKDC's needs.
7. Prepare periodic inventories of building contents and property condition, and forward listing to owner for review.
8. Supervise, coordinate, schedule and plan all activities of warehouse employees.
9. Perform all other position-related duties as assigned or requested.

Warehousing Manager, Assistant

Job Specification: Associate's degree or equivalent training/experience, 4 years related experience, and a valid driver's license. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Assist in supervising warehouse activities, ensuring compliance with Company policies and procedures regarding acceptance, storage, maintenance, inventory, and release of general order merchandise.

1. Assist in supervising the warehouse staff, including ensuring staff is adequately trained; coordinating workloads, priorities, and schedules to ensure timely and effective completion of work; and monitoring and evaluating staff performance.
2. Assist, oversee and recommend maintenance and repairs to facility.

3. Schedule maintenance and prepare Company vehicles and equipment in accordance with procedures and requirements.
4. Experience in warehouse operations, including acceptance, storage, and maintenance, inventory, and the release of all merchandise and property within the facility.
5. Ensure proper storage of property.
6. Implement and monitor daily and month-end reporting of facility security, fire prevention, and space utilization.
7. Perform all duties required of warehouse managers in manager's absence.
8. Perform all other position-related duties as assigned or requested.

Work Control Assistant

Job Specification: One-year certificate from college or technical school; or 3 to 6 months related experience and/or training, or equivalent combination of education and experience. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Act as lead work controller who coordinates activities of workers taking customer orders for products and merchandise by telephone, mail, or in person by performing the following duties.

1. Determine work procedures, prepare work schedules, and expedite workflow.
2. Assign duties and examine work for exactness, neatness, and conformance to policies and procedures.
3. Study and standardize procedures to improve efficiency of subordinates.

4. Perform or assist subordinates in performing duties.
5. Monitor Order Clerks to evaluate order-taking performance and assist in responding to customer inquiries and complaints.
6. Consult with sales, technical, shipping, or administrative staff and telephone or write letters to answer or advise customer.
7. Review completed orders for errors or omissions.
8. Train Order Clerks in order taking procedures and customer relations techniques, and advise workers of new or revised information on products or merchandise, such as product capability, pricing, credit, warranties, and shipping.
9. Determine work procedures, prepare work schedules, and expedite workflow.
10. Issue written and oral instructions.
11. Study and standardize procedures to improve efficiency of subordinates.
12. Maintain harmony among workers and resolve grievances.
13. Prepare composite reports from individual reports of subordinates.
14. Adjust errors and complaints.
15. Assign security for work control program (MP-2) users throughout the assigned zones.
16. Prepare reports for scheduling meetings.
17. Input all equipment data into MP-2 for scheduling purposes.
18. Perform all other position-related duties as assigned or requested.

Work Control Dispatcher

Job Specification: High school diploma or equivalent; at least 1 year job-related experience, including experience operating software programs. Work scheduling and material requisitioning capabilities preferred or must have related experience in similar field. Must have computer, reading, writing, verbal and comprehension skills. Position may require travel. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Receive work orders for repairs, route work orders for services, and prepare work schedules and reports as requested by supervisor.

1. Receive, record and distribute work orders to service crews upon customer's requests for service

on facilities and equipment. Perform reconciliation of inventories.

2. Record information, such as name, address, location, equipment to be repaired, or service to be rendered.
3. Prepare work order and distribute to customer, service crew and/or craft supervisor.
4. Schedule service call and dispatch service crew via telephone or radio.
5. As function of Customer Service, notify customer of actions being taken and follow up to ensure satisfactory performance of services.
6. Maintain detailed records of service calls, work orders, and metric data. Generate charts, graphs, and/or reporting documents.
7. May dispatch orders; coordinate with other dispatchers, departments and customers to relay messages and special instructions to mobile crews, using telephone and radio.
8. Identify emergency issues to customers and management in timely manner.
9. Coordinate timely response to alarms and emergency calls. Assist customers in dealing with emergencies.
10. Conduct daily Quality Control checks on all work order entries.
11. Maintain, coordinate and annotate all updates, delays, progress notes and reschedules using computerized Maintenance Management System.
12. May train new workers in all aspects of work control.
13. Maintain Preventive Maintenance work sheets, throughout the closing process.
14. Provide monthly reports on work order statistical issues as requested by management.
15. May provide Indefinite Delivery/Indefinite Quantity (ID/IQ) support and assistance.
16. Control and maintain data quality and maintain Technical Reference Library.
17. Perform all other position-related duties as assigned or requested.

Work Order Clerk

Job Specification: High school diploma or GED, or 1 to 3 months related experience and/or training; or equivalent combination of education and experience. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and

procedure manuals. Ability to write routine reports and correspondence. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Position may require the ability to pass and maintain a security clearance.

Principal Duties and Responsibilities:

Receive interdepartmental work orders for construction or repairs, route work orders to maintenance shop, and prepare work schedules and reports as requested by supervisor. Perform the following duties.

1. Receive work requests from facility managers or unit supervisors, input requirements into data system and assign priority.
2. Dispatch DO-IT-NOW truck for emergencies or forward work to scheduler or shop dependant on priority.
3. Record labor hours to work orders and input material requirements provided by shop supervisors.
4. Upon notification of material supportable work, prepare package for shop and enter status into database.
5. Upon work order completion, verify all material requested is charged to work order.
6. File copy of each work order in facility records jacket file.
7. Print special reports for shop supervisors as required.
8. Using material description form submitted by shops, assign "Item Numbers" for Material Noun Dictionary.
9. Provide work order status to customers upon request.
10. Perform all other position-related duties as assigned or requested.

SCA DIRECTORY OF OCCUPATIONS

Code	Title	Grade
01000	Administrative Support and Clerical Occupations	
01010	ACCOUNTING CLERK	
01011	ACCOUNTING CLERK I	GS-3
01012	ACCOUNTING CLERK II	GS-4
01013	ACCOUNTING CLERK III	GS-5
01020	ADMINISTRATIVE ASSISTANT	GS-7
01030	COLLECTION SPECIALIST	GS-7
01040	COURT REPORTER	GS-5
01050	DATA ENTRY OPERATOR	
01051	DATA ENTRY OPERATOR I	GS-2
01052	DATA ENTRY OPERATOR II	GS-3
01060	DISPATCHER, MOTOR VEHICLE Motor Vehicle Utilization Assistant	GS-5
01070	DOCUMENT PREPARATION CLERK Document Preparer	GS-3
01090	DUPLICATING MACHINE OPERATOR (Photocopy Machine Operator; Reproduction Worker	GS-3
01110	GENERAL CLERK	
01111	GENERAL CLERK I	GS-2
01112	GENERAL CLERK II	GS-3
01113	GENERAL CLERK III	GS-4
01120	HOUSING REFERRAL ASSISTANT	GS-6
01141	MESSENGER COURIER	GS-1
01190	ORDER CLERK	
01191	ORDER CLERK I	GS-2
01192	ORDER CLERK II	GS-3
01260	PERSONNEL ASSISTANT	
01261	PERSONNEL ASSISTANT (Employment I)	GS-4
01262	PERSONNEL ASSISTANT (Employment II)	GS-5
01263	PERSONNEL ASSISTANT (Employment III)	GS-6
01270	PRODUCTION CONTROL CLERK	GS-6
01280	RECEPTIONIST	GS-3
01290	RENTAL CLERK	GS-4
01300	SCHEDULER, MAINTENANCE	GS-4
01310	SECRETARY	
01311	SECRETARY I	GS-4
01312	SECRETARY II	GS-5
01313	SECRETARY III	GS-6
01320	SERVICE ORDER DISPATCHER	GS-4
01410	SUPPLY TECHNICIAN	GS-7
01420	SURVEY WORKER (Interviewer)	GS-5
01530	TRAVEL CLERK	
01531	TRAVEL CLERK I	AS-5
01532	TRAVEL CLERK II	AS-6
01533	TRAVEL CLERK III	AS-7
01610	WORD PROCESSOR	
01611	WORD PROCESSOR I	GS-3
01612	WORD PROCESSOR II	GS-4
01613	WORD PROCESSOR III	GS-5
05000	Automotive Service Occupations	
05005	AUTOMOBILE BODY REPAIRER, FIBERGLASS	WG-10

Code	Title	Grade
05010	AUTOMOTIVE ELECTRICIAN	WG-9
05040	AUTOMOTIVE GLASS INSTALLER (Auto Glass Worker)	WG-8
05070	AUTOMOTIVE WORKER	WG-8
05110	MOBILE EQUIPMENT SERVICER	WG-6
05130	MOTOR EQUIPMENT METAL MECHANIC (Motor Vehicle Body Repairer)	WG-10
05160	MOTOR EQUIPMENT METAL WORKER	WG-8
05190	MOTOR VEHICLE MECHANIC	WG-10
05220	MOTOR VEHICLE MECHANIC HELPER	WG-5
05250	MOTOR VEHICLE UPHOLSTERY WORKER	WG-7
05280	MOTOR VEHICLE WRECKER (Tow Truck Operator; Wrecker Operator)	WG-8
05310	PAINTER, AUTOMOTIVE	WG-9
05340	RADIATOR REPAIR SPECIALIST	WG-8
05370	TIRE REPAIRER	WG-6
05400	TRANSMISSION REPAIR SPECIALIST	WG-10
06000	Automotive Service Occupations (Retail)	
06500	RETAIL AUTOMOTIVE DETAILER	NA-2
06510	RETAIL AUTOMOTIVE HELPER	NA-2
06520	RETAIL AUTOMOTIVE TECHNICIAN	NA-8
06530	RETAIL LUBRICATION TECHNICIAN	NA-4
06540	RETAIL TIRE SERVICE WORKER	NA-4
06550	SENIOR RETAIL AUTOMOTIVE TECHNICIAN	NA-9
07000	Food Preparation and Service Occupations	
07010	BAKER	WG-8
07040	COOK	
07041	COOK I	WG-6
07042	COOK II	WG-8
07070	DISHWASHER	WG-2
07080	FAST FOOD SHIFT LEADER (Crew chief, Team leader)	
07090	FAST FOOD WORKER (Crew person, Team member, Associate)	
07130	FOOD SERVICE WORKER	WG-2
07210	MEAT CUTTER	WG-8
07260	WAITER/WAITRESS	WG-3
08000	Forestry and Logging Occupations	
08010	BRUSH/PRECOMMERCIAL THINNER	GS-4
08040	CHOKER SETTER	WG-3
08070	FALLER/BUCKER	WG-5
08100	FIRE LOOKOUT	GS-4
08130	FORESTRY EQUIPMENT OPERATOR (Includes Tractor Operator, Planting; Tractor Operator, Site Preparation; and Tractor Operator, Thinning)	WG-6
08160	FORESTRY/LOGGING HEAVY EQUIPMENT OPERATOR (Loader Operator, Skidder Operator)	WG-8
08190	FORESTRY TECHNICIAN	WG-8
08200	FORESTRY TRUCK DRIVER	WG-8
08250	GENERAL FORESTRY LABORER	WG-2
08280	NURSERY SPECIALIST	GS-7
08310	SLASH PILER/BURNER	GS-4
08340	TREE CLIMBER	GS-5
08370	TREE PLANTER	GS-2
08400	TREE PLANTER, MECHANICAL	GS-2
09000	Furniture Maintenance and Repair Occupations	
09010	ELECTROSTATIC SPRAY PAINTER	WG-9
09040	FURNITURE HANDLER	WG-3

Code	Title	Grade
09080	FURNITURE REFINISHER	WG-9
09090	FURNITURE REFINISHER HELPER	WG-5
09110	FURNITURE REPAIRER, MINOR	WG-7
09130	UPHOLSTERER	WG-9
11000	General Services and Support Occupations	
11030	CLEANER, VEHICLES	WG-2
11060	ELEVATOR OPERATOR	WG-2
11090	GARDENER	WG-6
11122	HOUSEKEEPING AIDE	WG-2
11150	JANITOR	WG-2
11210	LABORER, GROUNDS MAINTENANCE	WG-3
11240	MAID OR HOUSEMAN	WG-1
11260	PRUNER	WG-2
11270	TRACTOR OPERATOR	WG-5
11330	TRAIL MAINTENANCE WORKER	WG-2
11360	WINDOW CLEANER	WG-3
12000	Health Occupations	
12010	AMBULANCE DRIVER	GS-5
12011	BREATH ALCOHOL TECHNICIAN (BAT)	GS-5
12012	CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT	GS-3
12015	CERTIFIED PHYSICAL THERAPIST ASSISTANT	GS-3
12020	DENTAL ASSISTANT	GS-5
12025	DENTAL HYGIENIST	GS-5
12030	EKG TECHNICIAN	GS-4
12035	ELECTRONEURODIAGNOSTIC TECHNOLOGIST	GS-5
12040	EMERGENCY MEDICAL TECHNICIAN (EMT)	GS-5
12070	LICENSED PRACTICAL NURSE (LPN)	
12071	LICENSED PRACTICAL NURSE I	GS-4
12072	LICENSED PRACTICAL NURSE II	GS-5
12073	LICENSED PRACTICAL NURSE III	GS-6
12100	MEDICAL ASSISTANT	GS-4
12130	MEDICAL LABORATORY TECHNICIAN (Clinical Laboratory Assistant; Registered Medical Technician)	GS-4
12160	MEDICAL RECORD CLERK	GS-4
12190	MEDICAL RECORD TECHNICIAN (Medical Record Administrator)	GS-7
12195	MEDICAL TRANSCRIPTIONIST	GS-4
12210	NUCLEAR MEDICINE TECHNOLOGIST	GS-5
12220	NURSING ASSISTANT (Nursing Aide, Orderly and Attendant)	
12221	NURSING ASSISTANT I	GS-1
12222	NURSING ASSISTANT II	GS-2
12223	NURSING ASSISTANT III	GS-3
12224	NURSING ASSISTANT IV	GS-4
12235	OPTICAL DISPENSER	
12236	OPTICAL TECHNICIAN	GS-4
12250	PHARMACY TECHNICIAN	GS-6
12280	PHLEBOTOMIST	GS-4
12305	RADIOLOGIC TECHNOLOGIST	GS-6
12310	REGISTERED NURSE (RN)	
12311	REGISTERED NURSE I	GS-7
12312	REGISTERED NURSE II	GS-9

Code	Title	Grade
12313	REGISTERED NURSE II, SPECIALIST	GS-9
12314	REGISTERED NURSE III	GS-11
12315	REGISTERED NURSE III, ANESTHETIST	GS-11
12316	REGISTERED NURSE IV	GS-12
12317	SCHEDULER (Drug and Alcohol Testing)	GS-7
13000	Information and Arts Occupations	
13010	EXHIBITS SPECIALIST	
13011	EXHIBITS SPECIALIST I	GS-5
13012	EXHIBITS SPECIALIST II	GS-7
13013	EXHIBITS SPECIALIST III	GS-9
13040	ILLUSTRATOR	
13041	ILLUSTRATOR I	GS-5
13042	ILLUSTRATOR II	GS-7
13043	ILLUSTRATOR III	GS-9
13047	LIBRARIAN	GS-8
13050	LIBRARY AIDE/CLERK	GS-3
13054	LIBRARY INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATOR	GS-7
13058	LIBRARY TECHNICIAN	GS-5
13060	MEDIA SPECIALIST	
13061	MEDIA SPECIALIST I	GS-4
13062	MEDIA SPECIALIST II	GS-5
13063	MEDIA SPECIALIST III	GS-6
13070	PHOTOGRAPHER	
13071	PHOTOGRAPHER I	GS-4
13072	PHOTOGRAPHER II	GS-5
13073	PHOTOGRAPHER III	GS-7
13074	PHOTOGRAPHER IV	GS-9
13075	PHOTOGRAPHER V	GS-11
13110	VIDEO TELECONFERENCE TECHNICIAN	GS-4
14000	Information Technology Occupations	
14040	COMPUTER OPERATOR	
14041	COMPUTER OPERATOR I	GS-4
14042	COMPUTER OPERATOR II	GS-5
14043	COMPUTER OPERATOR III	GS-6
14044	COMPUTER OPERATOR IV	GS-7
14045	COMPUTER OPERATOR V	GS-8
14070	COMPUTER PROGRAMMER	
14071	COMPUTER PROGRAMMER I	GS-5
14072	COMPUTER PROGRAMMER II	GS-7
14073	COMPUTER PROGRAMMER III	GS-9
14074	COMPUTER PROGRAMMER IV	GS-11
14100	COMPUTER SYSTEMS ANALYST	
14101	COMPUTER SYSTEMS ANALYST I	GS-9
14102	COMPUTER SYSTEMS ANALYST II	GS-11
14103	COMPUTER SYSTEMS ANALYST III	GS-12
14150	PERIPHERAL EQUIPMENT OPERATOR	GS-4
14160	PERSONAL COMPUTER SUPPORT TECHNICIAN	GS-7
15000	Instructional Occupations	
15010	AIRCREW TRAINING DEVICES INSTRUCTOR (NON-RATED)	GS-9
15020	AIRCREW TRAINING DEVICES INSTRUCTOR (RATED)	GS-11

Code	Title	Grade
15030	AIR CREW TRAINING DEVICES INSTRUCTOR (PILOT)	GS-12
15050	COMPUTER BASED TRAINING SPECIALIST / INSTRUCTOR	GS-9
15060	EDUCATIONAL TECHNOLOGIST	GS-9
15070	FLIGHT INSTRUCTOR (PILOT)	GS-12
15080	GRAPHIC ARTIST	GS-9
15090	TECHNICAL INSTRUCTOR	GS-7
15095	TECHNICAL INSTRUCTOR/COURSE DEVELOPER	GS-9
15110	TEST PROCTOR	GS-5
15120	TUTOR	GS-5
16000	Laundry, Dry-cleaning, Pressing and Related Occupations	
16010	ASSEMBLER	NA-2
16030	COUNTER ATTENDANT (Service Establishment Attendant)	NA-2
16040	DRY CLEANER	NA-5
16070	FINISHER, FLATWORK, MACHINE	NA-2
16090	PRESSER, HAND	NA-2
16110	PRESSER, MACHINE, DRYCLEANING	NA-2
16130	PRESSER, MACHINE, SHIRTS	NA-2
16160	PRESSER, MACHINE, WEARING APPAREL, LAUNDRY	NA-2
16190	SEWING MACHINE OPERATOR	NA-6
16220	TAILOR	NA-7
16250	WASHER, MACHINE (Washman)	NA-3
19000	Machine Tool Operation and Repair Occupations	
19010	MACHINE-TOOL OPERATOR (TOOL ROOM)	WG-9
19040	TOOL AND DIE MAKER	WG-13
21000	Materials Handling and Packing Occupations	
21020	FORKLIFT OPERATOR	WG-5
21030	MATERIAL COORDINATOR	WG-7
21040	MATERIAL EXPEDITER	WG-7
21050	MATERIAL HANDLING LABORER	WG-2
21071	ORDER FILLER	WG-4
21080	PRODUCTION LINE WORKER (FOOD PROCESSING)	WG-5
21110	SHIPPING PACKER	WG-4
21130	SHIPPING/RECEIVING CLERK	WG-4
21140	STORE WORKER I	WG-1
21150	STOCK CLERK (Shelf Stocker; Store Worker II)	WG-4
21210	TOOLS AND PARTS ATTENDANT (Tool Crib Attendant)	WG-5
21410	WAREHOUSE SPECIALIST (Warehouse Worker)	WG-5
23000	Mechanics and Maintenance and Repair Occupations	
23010	AEROSPACE STRUCTURAL WELDER	WG-11
23020	AIRCRAFT MECHANIC (Airframe and Power Plant)	
23021	AIRCRAFT MECHANIC I	WG-10
23022	AIRCRAFT MECHANIC II	WG-11
23023	AIRCRAFT MECHANIC III	WG-12
23040	AIRCRAFT MECHANIC HELPER (Airframe and Power plant Mechanic Helper)	WG-5
23050	AIRCRAFT, PAINTER	WG-9
23060	AIRCRAFT SERVICER (Airport Utility Worker)	WG-7
23080	AIRCRAFT WORKER	WG-8
23110	APPLIANCE MECHANIC	WG-9
23120	BICYCLE REPAIRER	WG-6

Code	Title	Grade
23125	CABLE SPLICER	WG-10
23130	CARPENTER, MAINTENANCE	WG-9
23140	CARPET LAYER	WG-8
23160	ELECTRICIAN, MAINTENANCE	WG-10
23180	ELECTRONICS TECHNICIAN, MAINTENANCE	
23181	ELECTRONICS TECHNICIAN MAINTENANCE I	WG-8
23182	ELECTRONICS TECHNICIAN MAINTENANCE II	WG-9
23183	ELECTRONICS TECHNICIAN MAINTENANCE III	WG-10
23210	ELEVATOR REPAIRER	WG-10
23220	ELEVATOR REPAIRER HELPER	WG-5
23260	FABRIC WORKER	WG-7
23290	FIRE ALARM SYSTEM MECHANIC	WG-10
23310	FIRE EXTINGUISHER REPAIRER	WG-6
23311	FUEL DISTRIBUTION SYSTEM MECHANIC	WG-10
23312	FUEL DISTRIBUTION SYSTEM OPERATOR	WG-6
23370	GENERAL MAINTENANCE WORKER	WG-8
23380	GROUND SUPPORT EQUIPMENT MECHANIC	WG-10
23381	GROUND SUPPORT EQUIPMENT SERVICER	WG-7
23382	GROUND SUPPORT EQUIPMENT WORKER	WG-8
23390	GUNSMITH	
23391	GUNSMITH I	WG-6
23392	GUNSMITH II	WG-8
23393	GUNSMITH III	WG-10
23410	HEATING, VENTILATION AND AIR-CONDITIONING MECHANIC	WG-10
23411	HEATING, VENTILATION AND AIR CONTDITIONING MECHANIC (Research Facility)	WG-11
23430	HEAVY EQUIPMENT MECHANIC	WG-10
23440	HEAVY EQUIPMENT OPERATOR	WG-10
23460	INSTRUMENT MECHANIC	WG-10
23465	LABORATORY/SHELTER MECHANIC	WG-9
23470	LABORER	WG-2
23510	LOCKSMITH	WG-9
23530	MACHINERY MAINTENANCE MECHANIC	WG-10
23550	MACHINIST, MAINTENANCE	WG-10
23580	MAINTENANCE TRADES HELPER	WG-5
23590	METROLOGY TECHNICIAN	
23591	METROLOGY TECHNICIAN I	WG-10
23592	METROLOGY TECHNICIAN II	WG-11
23593	METROLOGY TECHNICIAN III	WG-12
23640	MILLWRIGHT	WG-10
23710	OFFICE APPLIANCE REPAIRER	WG-9
23760	PAINTER, MAINTENANCE	WG-9
23790	PIPEFITTER, MAINTENANCE	WG-10
23810	PLUMBER, MAINTENANCE	WG-9
23820	PNEUDRAULIC SYSTEMS MECHANIC	WG-10
23850	RIGGER	WG-10
23870	SCALE MECHANIC	WG-8
23890	SHEET-METAL WORKER, MAINTENANCE	WG-10
23910	SMALL ENGINE MECHANIC	WG-8
23930	TELECOMMUNICATIONS MECHANIC	

Code	Title	Grade
23931	TELECOMMUNICATIONS MECHANIC I	WG-10
23932	TELECOMMUNICATIONS MECHANIC II	WG-11
23950	TELEPHONE LINEMAN	WG-10
23960	WELDER, COMBINATION, MAINTENANCE	WG-10
23965	WELL DRILLER	WG-10
23970	WOODCRAFT WORKER	WG-10
23980	WOODWORKER	WG-6
24000	Personal Needs Occupations	
24510	BARBER	NA-7
24540	BEAUTICIAN (Cosmetologist)	NA-7
24570	CHILD CARE ATTENDANT	GS-4
24580	CHILD CARE CENTER CLERK	GS-6
24610	CHORE AIDE	WG-1
24620	FAMILY READINESS AND SUPPORT SERVICES COORDINATOR	GS-5
24630	HOMEMAKER	GS-7
24710	NAIL TECHNICIAN	
25000	Plant and System Operations Occupations	
25010	BOILER TENDER	WG-10
25020	BRIDGE TENDER	WG-7
25040	SEWAGE PLANT OPERATOR	WG-9
25070	STATIONARY ENGINEER	WG-10
25190	VENTILATION EQUIPMENT TENDER	WG-5
25210	WATER TREATMENT PLANT OPERATOR	WG-9
27000	Protective Service Occupations	
27004	ALARM MONITOR	GS-5
27006	BACKGROUND INVESTIGATOR	GS-7
27007	BAGGAGE INSPECTOR	
27008	CORRECTIONS OFFICER	GS-6
27010	COURT SECURITY OFFICER	GS-6
27030	DETECTION DOG HANDLER	GS-5
27040	DETENTION OFFICER	GS-6
27070	FIREFIGHTER	GS-6
27100	GUARD	
27101	GUARD I	GS-4
27102	GUARD II	GS-5
27130	POLICE OFFICER	
27131	POLICE OFFICER I	GS-6
27132	POLICE OFFICER II	GS-7
27210	SINGLE POINT ENTRY MONITOR	
28000	Recreation Occupations	
28041	CARNIVAL EQUIPMENT OPERATOR	WG-5
28042	CARNIVAL EQUIPMENT REPAIRER	WG-6
28043	CARNIVAL WORKER	WG-2
28210	GATE ATTENDANT/GATE TENDER	GS-4
28310	LIFEGUARD	GS-3
28350	PARK ATTENDANT (AIDE)	GS-5
28510	RECREATION AIDE/HEALTH FACILITY ATTENDANT	GS-2
28515	RECREATION SPECIALIST	GS-7
28630	SPORTS OFFICIAL	GS-3
28690	SWIMMING POOL OPERATOR	WG-8

Code	Title	Grade
29000	Stevedoring/Longshoremen Occupational Services	
29010	BLOCKER AND BRACER	WG-8
29020	HATCH TENDER	WG-8
29030	LINE HANDLER	WG-8
29040	STEVEDORE	
29041	STEVEDORE I	WG-7
29042	STEVEDORE II	WG-9
30000	Technical Occupations	
30010	AIR TRAFFIC CONTROL SPECIALIST, CENTER (HFO)	GS-12
30011	AIR TRAFFIC CONTROL SPECIALIST, STATION (HFO)	GS-9
30012	AIR TRAFFIC CONTROL SPECIALIST, TERMINAL (HFO)	GS-10
30020	ARCHEOLOGICAL TECHNICIAN	
30021	ARCHEOLOGICAL TECHNICIAN I	GS-4
30022	ARCHEOLOGICAL TECHNICIAN II	GS-5
30023	ARCHEOLOGICAL TECHNICIAN III	GS-7
30030	CARTOGRAPHIC TECHNICIAN	GS-7
30040	CIVIL ENGINEERING TECHNICIAN	GS-7
30060	DRAFTER/CAD OPERATOR	
30061	DRAFTER/CAD OPERATOR I	GS-4
30062	DRAFTER/CAD OPERATOR II	GS-5
30063	DRAFTER/CAD OPERATOR III	GS-6
30064	DRAFTER/CAD OPERATOR IV	GS-8
30080	ENGINEERING TECHNICIAN	
30081	ENGINEERING TECHNICIAN I	GS-3
30082	ENGINEERING TECHNICIAN II	GS-4
30083	ENGINEERING TECHNICIAN III	GS-5
30084	ENGINEERING TECHNICIAN IV	GS-7
30085	ENGINEERING TECHNICIAN V	GS-9
30086	ENGINEERING TECHNICIAN VI	GS-11
30090	ENVIRONMENTAL TECHNICIAN	GS-7
30110	FOREIGN LANGUAGE TRANSLATOR	GS-9
30130	INTERPRETER (Sign Language)	GS-9
30210	LABORATORY TECHNICIAN (Laboratory Tester)	GS-6
30240	MATHEMATICAL TECHNICIAN	GS-7
30360	PARALEGAL/LEGAL ASSISTANT	
30361	PARALEGAL/LEGAL ASSISTANT I	GS-5
30362	PARALEGAL/LEGAL ASSISTANT II	GS-7
30363	PARALEGAL/LEGAL ASSISTANT III	GS-9
30364	PARALEGAL/LEGAL ASSISTANT IV	GS-11
30390	PHOTO-OPTICS TECHNICIAN	GS-7
30410	TAX PREPAIRER	GS-8
30411	TAX PREPAIRER (SENIOR)	GS-9
30460	TECHNICAL WRITER	
30461	TECHNICAL WRITER I	GS-7
30462	TECHNICAL WRITER II	GS-9
30463	TECHNICAL WRITER III	GS-11
30490	UNEXPLODED ORDNANCE (UXO) TECHNICIAN	
30491	UNEXPLODED ORDNANCE (UXO) TECHNICIAN I	GS-9
30492	UNEXPLODED ORDNANCE (UXO) TECHNICIAN II	GS-11
30493	UNEXPLODED ORDNANCE (UXO) TECHNICIAN III	GS-12

Code	Title	Grade
30494	UNEXPLODED (UXO) SAFETY ESCORT	GS-9
30495	UNEXPLODED (UXO) SWEEP PERSONNEL	GS-9
30620	WEATHER OBSERVER, COMBINED UPPER AIR OR SURFACE PROGRAMS (Meteorological Technician)	GS-6
30621	WEATHER OBSERVER, SENIOR (Meteorological Technician, Senior)	GS-7
31000	Transportation/Mobile Equipment Operation Occupations	
31010	AIRPLANE PILOT	GS-11
31020	BUS AIDE	WG-3
31030	BUS DRIVER	WG-7
31043	DRIVER COURIER	WG-5
31051	FLIGHT ENGINEER	
31061	HELICOPTER PILOT	GS-11
31260	PARKING AND LOT ATTENDANT	WG-2
31290	SHUTTLE BUS DRIVER (Van Driver)	WG-6
31310	TAXI DRIVER	WG-5
31360	TRUCKDRIVER	
31361	TRUCK DRIVER, LIGHT	WG-6
31362	TRUCK DRIVER, MEDIUM	WG-7
31363	TRUCK DRIVER, HEAVY	WG-8
31364	TRUCK DRIVER, TRACTOR-TRAILER	WG-8
47000	Water Transportation Occupations	
47010	BOATSWAINS (Bosun)	
47020	CHIEF COOK/STEWARD (CHIEF COOK; CHIEF STEWARD/STEWARD-COOK/STEWARD-BAKER)	
47021	COOK-BAKER/SECOND COOK/SECOND COOK-BAKER/ASSISTANT COOK	
47030	DECK HAND	
47040	DIVER	
47041	DIVER TENDER	WG-10
47050	ELECTRICIAN (CHIEF ELECTRICIAN; ELECTRICIAN/SECOND)	
47060	ENGINE UTILITYMAN	
47070	FIREMAN-WATER TENDER	
47080	GENERAL VESSEL ASSISTANT	
47090	OILER/DIESEL OILER	
47101	PLUMBER-MACHINIST	
47201	PUMPMAN, CHIEF PUMPMAN, QMED/PUMPMAN, SECOND PUMPMAN, SECOND PUMPMAN/ENGINE MECHANIC	
47301	REFRIGERATION ENGINEER	
47401	SEAMAN (ABLE SEAMAN, WATCH ; ABLE SEAMAN, MAINTENANCE;ABLE) SEAMAN, DAY/DECK UTILITY; ORDINARY SEAMAN)	
47501	STEWARD ASSISTANT/GALLEY UTILITYMAN/MESSMAN	
47601	TUG BOAT OPERATOR/ENGINEER	
47701	UNLICENSED JUNIOR ENGINEER/QUALIFIED MEMBER OF THE ENGINE DEPARTMENT [QMED]/DECK ENGINE MECHANIC	
47801	WIPER	
91000	Wildlife Management and Animal Care Occupations	
91150	FALCONER/BIRD ABATEMENT	WG-9
91200	FISH MARKER	GS-2
91400	FISHERY OBSERVER	
91401	FISHERY OBSERVER I	GS-5

Code	Title	Grade
91402	FISHERY OBSERVER II	GS-6
91403	FISHERY OBSERVER III	GS-7
91610	LIVESTOCK CARETAKER	WG-6
91710	OUTFITTER/PACKER	
91750	WILDLIFE TECHNICIAN	WG-8
91810	WRANGLER	
91811	WRANGLER I	WG-6
91812	WRANGLER II	WG-7
99000	Miscellaneous Occupations	
99030	CASHIER	GS-2
99050	DESK CLERK	GS-4
99095	EMBALMER	GS-9
99240	INSPECTOR	
99250	LABORATORY ANIMAL CARETAKER	
99251	LABORATORY ANIMAL CARETAKER I	WG-5
99252	LABORATORY ANIMAL CARETAKER II	WG-6
99310	MORTICIAN (Funeral Director)	GS-9
99410	PEST CONTROLLER (Exterminator)	WG-7
99510	PHOTOFINISHING WORKER (Photo Lab Technician, Dark Room Technician)	GS-3
99610	QUALITY CONTROL INSPECTOR	
99710	RECYCLING LABORER	WG-3
99711	RECYCLING SPECIALIST	WG-5
99730	REFUSE COLLECTOR	WG-2
99810	SALES CLERK	GS-3
99820	SCHOOL CROSSING GUARD	WG-2
99830	SURVEY PARTY CHIEF (Chief of Party)	WG-6
99831	SURVEYING AIDE	GS-2
99832	SURVEYING TECHNICIAN (Instrument Person; Surveyor Assistant,	GS-5
99840	VENDING MACHINE ATTENDANT	WG-5
99841	VENDING MACHINE REPAIRER (Coin Machine Service Repairer)	WG-8
99842	VENDING MACHINE REPAIRER HELPER	WG-5

FACILITIES MAINTENANCE AND MANAGEMENT SCA LABOR CATEGORY DESCRIPTIONS

01000 – Administrative Support And Clerical Occupations

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

01010 – Accounting Clerk (Occupational Base)

The Accounting Clerk performs one or more accounting tasks such as; posting to registers and ledgers; balancing and reconciling accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents. In addition, tasks include; assigning prescribed accounting distribution codes; examining and verifying the clerical accuracy of various types of reports, lists, calculations, and postings. This position is responsible for preparing journal vouchers; making entries of adjustments to accounts; and working with spreadsheets. Level I requires a basic knowledge of routine clerical methods, office practices and procedures as they relate to the clerical processing and recording of transactions. Levels II and III require a knowledge and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system, or a segment of an accounting system where there are few variations in the types of transactions handled. In addition, most jobs at each level will require a basic knowledge and understanding of the terminology, codes, and processes used in an automated accounting system.

01011 – ACCOUNTING CLERK I

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

instructions. Completed work will be reviewed for accuracy and compliance with procedures.

01012 – ACCOUNTING CLERK II

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

01013 – ACCOUNTING CLERK III

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

01020 – ADMINISTRATIVE ASSISTANT

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

01030 – COLLECTION SPECIALIST

Responsibilities for this position include using judgment to determine the most appropriate and expedient way to resolve a portfolio of delinquent accounts in order to maximize collection. The Collection Specialist requests and analyzes credit reports for use in determining ways to resolve delinquent accounts, determines whether write-off tools are necessary, and recommends them to immediate supervisor when debts are uncollectible, (i.e., in case of bankruptcy). This position monitors payments made by debtors and minimizes the number of delinquent accounts.

01040 – COURT REPORTER

This position records examination, testimony, judicial opinions, judge's charge to jury, judgment or sentence of court, or other proceedings in a court of law by manual or machine shorthand. The Court Reporter reads portions of transcript during trial at the judge's request, and asks speakers to clarify inaudible statements. The Court Reporter transcribes recorded material using a typewriter, or dictates material into a recording machine.

01050 – DATA ENTRY OPERATOR (Occupational Base)

This position operates keyboard-controlled data entry devices such as a computer, key-operated magnetic tape, or disc encoder to transcribe data into a format suitable for computer processing. Job task requires skill in operating an alphanumeric keyboard, and an understanding of transcribing procedures and relevant data entry equipment. Positions are classified into levels based on the following definitions:

01151 – DATA ENTRY OPERATOR I

This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

01152 – DATA ENTRY OPERATOR II

This position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources. The

Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I.

Excluded are operators above Level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entices requiring a similar level of knowledge.

01060 – DISPATCHER, MOTOR VEHICLE (Motor Vehicle Utilization Assistant)

This position is responsible for the assignment of motor vehicles and drivers for conveyance of freight or passengers, and compiles lists of available vehicles. The assignment of vehicles is determined by factors such as length and purpose of trip, freight or passenger requirements, and preference of user. Additional responsibilities include the issuance of keys, record sheets, and driver credentials. The Dispatcher records time of departure, destination, cargo, expected time of return and investigates overdue vehicles. The Dispatcher may confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise, maintain record of mileage, fuel used, repairs made, and other expenses. The Dispatcher may establish service or delivery routes, supervise loading and unloading, issue equipment to drivers, (such as hand trucks, dollies, and blankets), direct activities of drivers, assign helpers to drivers, work at vehicle distribution centers, and assign vehicles to customer agencies.

01070 – DOCUMENT PREPARATION CLERK (Document Preparer)

This position prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, using a paper cutter or razor knife. Document pages are reproduced as necessary to improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine. The Document Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify Duplicating Machine Operator of special handling, prepares cover sheets and document folders for material, and index cards for files, and files folder according to index code and copies priority schedule.

01090 – DUPLICATING MACHINE OPERATOR (Photocopy Machine Operator; Reproduction Worker)

This position operates one or more photocopying, photographic, mimeograph and duplicating office

machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Additional responsibilities include: operating small binding machines, performing clerical duties associated with the request for printing and photographic services, preparing assembly sheets, printing requisitions with specifications for printing and binding, recording, delivering and collecting work. The Duplicating Machine Operator performs minor repairs preventive maintenance, and maintains an inventory of supplies and reproduction equipment paying particular attention to important variables indicated by trade name of machine.

01110 – GENERAL CLERK (Occupational Base)

The General Clerk follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, addressograph or mailing machine).

01111 – GENERAL CLERK I

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

01112 – GENERAL CLERK II

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

01113 – GENERAL CLERK III

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical

duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

01120 – HOUSING REFERRAL ASSISTANT

This position provides housing information to an organization's employees moving to a new location. The Housing Referral Assistant will contact individuals or organizations such as landlords, real estate agents, mobile home dealers, trailer court managers and Chambers of Commerce by phone. May correspond to obtain listings of rental or sale properties, future housing prospects, and to develop a working relationship with the housing referral service. Job tasks include: compiling housing lists of rental property and properties for purchase. Periodically the Housing Referral Assistant communicates with contacts to update listings, ensures that property owners comply with the nondiscrimination policy, and counsels applicants with regard to special circumstances, e.g. medical or financial hardships, and availability of housing that will meet applicants' needs. Job tasks include: providing information regarding community services, searches files, makes telephone calls and referrals, providing information regarding locations, owners, agents, price ranges, loans and other related information. The Housing Referral Assistant maintains daily records of office activities (including number of applicants, number of applicants placed, and agents solicited or listed), schedules appointments for housing inspectors, prepares reports as required, and replies to complaints, investigations and letters of inquiry.

01141 – MESSENGER COURIER

The Messenger Courier delivers messages, documents, packages and mail to various business concerns or governmental agencies. An employee in this role may perform the following: miscellaneous errands, such as carrying mail within the base and sorting or opening incoming and outgoing mail, obtain receipts for articles delivered and keep a log of items received and

delivered, or deliver items to offices and departments within an establishment. The Messenger Courier may use a bicycle, golf cart, or motorcycle to perform these duties.

(Note: Employees who regularly perform driving duties should be classified as a Driver Courier, which is listed under Transportation.)

01190 – ORDER CLERK (Occupational Base)

The Order Clerk receives written or verbal purchase orders. Work typically involves some combination of the following duties: quoting prices, determining availability of ordered items and suggesting substitutes when necessary, advising expected delivery date and method of delivery, recording order, and customer information on order sheets. The Order Clerk is responsible for checking order sheets for accuracy and adequacy of information; ascertaining credit rating of customer; furnishing customer with confirmation of receipt of order; order follow up, or informing customer of a delay in delivery. The Order Clerk maintains order files and verifies shipping invoices against original orders. This position excludes workers paid on a commission basis or whose duties include any of the following: Receiving orders for services rather than for material or merchandise; providing customers with consultative advice using knowledge gained from engineering or extensive technical training; emphasizing selling skills; handling material or merchandise as an integral part of the job.

01191 – ORDER CLERK I

This position handles orders involving items that have readily identified uses and applications. The Order Clerk I may refer to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify the price of order.

01192 – ORDER CLERK II

This position 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.

01260 – PERSONNEL ASSISTANT (Occupational Base)

This position performs a variety of general personnel clerical tasks in such areas as employee records, benefits, education, training, employment/staffing, compensation, employee labor relations, and equal

employment opportunity/affirmative action. The Personnel Assistant may conduct surveys and update manual and automated personnel records. At the higher levels, assistants perform limited aspects of personnel professionals' work such as interviewing candidates, recommending placements, performing compensation or benefit support activities involving contacts throughout the company, and preparing communications to various third party benefit vendors. Excluded are workers who primarily compute and process payrolls.

01261 – PERSONNEL ASSISTANT I

This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as typewriter, personal computer, copier, adding machine, and facsimile.

01262 – PERSONNEL ASSISTANT II

This position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. In this position, one may perform tasks beyond routine clerical such as pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc). The Personnel Assistant II may provide guidance to lower level Personnel Assistants. This level requires extensive knowledge of various office software packages. Guidance is provided as needed. Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally.

01263 – PERSONNEL ASSISTANT III

This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level,

assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives.

01270 – PRODUCTION CONTROL CLERK

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

01280 – RECEPTIONIST

This position greets visitors, determining nature of visits and directing visitors to appropriate persons. The Receptionist may also have other duties such as recording and transmitting messages; keeping records

of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. In this position, one may also work on a computer and perform other routine clerical work that may occupy the major portion of the worker's time.

01290 – RENTAL CLERK

This position performs clerical duties concerned with rental and management of public housing projects answers telephone and responds to requests for maintenance, complaints, rental information or, as appropriate, forwards calls to senior officials. The Rental Clerk receives rental payments and other income, assesses late charges, applies cancellation stamp required by government housing agency, writes receipts, and prepares rental transmittal forms and collection logs for government accounting system. This Clerk receives security deposits and prepares tenant receipts, prepares bank deposits, maintains tenant files, and follows up on income re-certifications.

01300 – SCHEDULER, MAINTENANCE

This position schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services.

01310 – SECRETARY* (Occupational Base)

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

Classification by Level

Level of Secretary's Responsibility (LR)

This factor evaluates the nature of the work relationship between the secretary and the supervisor or staff, and the extent to which the secretary is expected to exercise initiative and judgment. Secretaries should be matched

at the level best describing their level of responsibility. When a position's duties span more than one LR level, the introductory paragraph at the beginning of each LR level should be used to determine which of the levels best matches the position. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

LR-1 carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. The LR-1 performs varied duties including or comparable to the following:

1. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters;
2. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms;
3. Review materials prepared for supervisor's approval for typographical accuracy and proper format.
4. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans.
5. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files.

LR-2 handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:

1. Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name;
2. Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings, record, and report on the proceedings;
3. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed; d. Collect information from the files or staff for routine inquiries on office program(s) or periodic

reports, and refer non-routine requests to supervisor or staff;

4. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel, and administrative forms for the office and forwards for processing.

LR-3 uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:

1. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval;
2. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered.
3. Read publications, regulations, and directives and takes action or refers those that are important to the supervisor and staff.
4. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
5. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs.

Excludes secretaries performing any of the following duties:

Acting as office manager for the executive's organization, e.g., determines when new procedures are needed for changing situations and devises and implements alternatives; revising or clarifying procedures to eliminate conflict or duplication; identifying and resolving various problems that affect the orderly flow of work in transactions with parties outside the organization. Preparing agenda for conferences; explain discussion topics to participants; drafts introductions and develops background information and prepares outlines for executive or staff member(s) to use in writing speeches. The LR-3 advises individuals outside the organization on the executive's views on major policies or current issues facing the organization, contacts or responds to contact from high-ranking outside officials (e.g., city or state officials, members of congress, presidents of national

unions or large national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion.

NOTE: Employees whose duties meet this level of responsibility and supervision may be properly classified under the Administrative Assistant category or the class may need to be conformed.

01320 – SERVICE ORDER DISPATCHER

This position 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 calls and dispatches service crew. The Service Order Dispatcher calls or writes the 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 or cellular telephone equipment.

01410 – SUPPLY TECHNICIAN

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

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

01420 – SURVEY WORKER (Interviewer)

This position interviews people to obtain information on topics such as public issues or consumer buying habits, contacts people at home business or by telephone, following specified sampling procedures, or approaches them at random on street. The Survey Worker asks questions relative to items on a form or questionnaire, records answers, assists persons in filling out forms, and may review, sort, classify and file forms according to specified procedures and criteria. This worker may participate in Federal, State, or local census surveys.

01530 – TRAVEL CLERK (Occupational Base)

This position plans itinerary and schedules travel accommodations for military and civilian personnel with dependents according to travel orders using knowledge of routes, types of carriers, and travel regulations. This Clerk verifies travel orders to insure costs, availability, and convenience of different types of carriers to select most advantageous route and carrier; notifies personnel of travel dates, baggage, limits, and medical and visa requirements, and determines that all clearances have been obtained. The Travel Clerk assists personnel in completing travel forms and other business transactions pertaining to travel, may deliver personnel files and travel orders to persons prior to departure, meet and inform arriving personnel of available facilities and housing and furnish other information, and may arrange for motor transportation for arriving or departing personnel.

01531 – TRAVEL CLERK I

Under close supervision or following specific procedures and detailed instructions, The Travel Clerk I arranges travel on one or two modes of transportation. Travel is usually recurrent by the same modes, carriers, routes, and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.

01532 – TRAVEL CLERK II

Travel usually involves the use of two or more modes of transportation. Information on carriers, modes, and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated using readily obtainable timetables or guides. Travel is

frequently recurrent. A substantial number of problems arise because of rerouting, and there are often side trips requiring changes of transportation. Travel is usually to areas accessible by direct line, or established connecting points and normal modes of transportation. Travel is not always planned well in advance so there may be major problems of scheduling or accommodations. Travel involves special transportation privileges or special allowances and requires authorization or planning for supplemental or special transportation facilities, and when such services are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination. Within general guidelines, employees select and apply appropriate travel guides, methods, techniques, and work sequences to effectively accomplish the work. The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work are referred to the supervisor before decision or commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.

01533 – TRAVEL CLERK III

At this level, all major modes of transportation are used, as most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Routings are diverse and there is a necessity for frequent rerouting, re-planning, or rearranging, with many side trips requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections. A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information. The incumbent is characterized by independence of action, with very little instruction, guidance, and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others; and has responsibility as the principal liaison with all elements, carriers, and facilities.

01610 – WORD PROCESSOR (Occupational Base)

This position uses automated systems, such as word processing equipment, personal computers, or work stations linked to a larger computer or local area

network, to produce a variety of documents, such as correspondence, memos, publications, forms, reports, tables, and graphs. The Word Processor uses one or more word processing software packages; may also perform routine clerical tasks, such as operating copiers, filing, answering telephones, ad sorting, and distributing mail.

Excluded are:

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

01611 – WORD PROCESSOR I

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

01612 – WORD PROCESSOR II

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

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

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

work and provides specific instructions for new or unique projects, may lead lower level word processors.

01613 – WORD PROCESSOR III

Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports, which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions; independently completes assignments and resolves problems.

05000 – AUTOMOTIVE SERVICE OCCUPATIONS

This category includes occupations concerned with servicing automobiles, trucks, and other motor vehicles. It includes such activities as automobile painting and washing, body and fender repair, engine repairing, radiator repairing, and tire retreading and repairing; operating parking lots and garages, and selling gasoline and oil at service stations.

05005 – AUTOMOBILE BODY REPAIRER, FIBERGLASS

This position repairs damaged fiberglass automobile bodies using pneumatic tools and knowledge of fiberglass repair techniques, cuts away damaged fiberglass, using air grinder, smooths edges of painted surface using sandpaper or air-powered sander, masks surrounding undamaged surface, using masking tape, cuts plastic separating film using shears, and tapes film to outside repair area. The Automobile Body Repairer mixes polyester resin and hardener according to specifications and applies mixture to repair area, soaks matting in resin mixture and layers matting over repair area to specified thickness, peels separating film from repair area and washes surface with water, occasionally secures new panel to repair area using C-clamp. The Repairer applies and spreads body filler manually to reestablish surface. The Repairer also manually files away excess filler to match original contour, smooths filler, using air sander, and cleans repair area with air gun.

05010 – AUTOMOTIVE, ELECTRICIAN

This position tests, repairs, overhauls, modifies, and maintains electrical equipment of a specialized nature such as automatic alternator synchronizing equipment, amplifying control units, voltage regulating equipment, generators, switching and control panels, and junction

boxes, in motor vehicles such as automobiles, buses, and trucks.

05040 – AUTOMOTIVE GLASS INSTALLER (Auto Glass Worker)

This position replaces broken or pitted windshields and window glass in motor vehicles, removes broken glass by unscrewing frame, using hand tools. The Automotive Glass Installer cuts flat safety glass according to specified pattern, using glasscutter; smooths cut edge of glass by holding against abrasive belt; applies moisture proofing compound along cut edges and installs glass in vehicle; weatherproofs window or windshield and prevents it from rattling by installing rubber channeling strips around sides of glass; installs precut replacement glass to replace curved windows; and may replace or adjust parts in window-raising mechanism.

05070 – AUTOMOTIVE WORKER

The Automotive Worker performs a variety of minor repairs and services to maintain motor vehicles. The Automated Worker 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. The Automotive Worker 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.

05110 – MOBILE EQUIPMENT SERVICER

Operating from a mobile fuel station and/or tanker, the Mobile Equipment Servicer performs one or more of the following duties: supplies all types of vehicles with gasoline or diesel fuel, and records mileage and tag numbers, checks fluid levels, battery, cooling system and engine oil, checks tires for wear and pressure, replaces wiper blades, fuses, sealed beam lights, and light bulbs. Inspects equipment and performs preventive maintenance services, changes oil and filters, lubricates and greases vehicles, washes and cleans interiors and exteriors of vehicles; maintains inventories of parts and supplies; and cleans and maintains work areas.

05130 – MOTOR EQUIPMENT METAL MECHANIC (Motor Vehicle Body Repairer)

The Motor Equipment Metal Mechanic (Motor Vehicle Body Repairer) repairs damaged bodies and body parts of automotive vehicles, such as automobiles, buses, and light trucks according to repair manuals, using hand tools and power tools, removes upholstery, accessories, electrical and hydraulic window, seat-operating equipment, and trim to gain access to vehicle body and fender, positions block against surface of dented area and beats opposite surface to remove dents using hammer, and fills depressions with solder or other plastic material. This worker removes damaged fenders, panels, and grills, using wrenches and cutting torch, and bolts or welds replacement, straightens bent frames, using hydraulic jack and pulling device, files, grinds, and sands repaired surfaces, using power tools and hand tools. Refinishes repaired surface, using paint spray gun and sander, aims headlights, aligns wheels, bleeds hydraulic brake system, and may paint surface after performing body repairs.

05160 – MOTOR EQUIPMENT METAL WORKER

The Motor Equipment Metal Worker assists the Motor Equipment Metal Mechanic by performing routine metal repairs to vehicle bodies and main frames, and other routine duties.

05190 – MOTOR VEHICLE MECHANIC

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

05220 – MOTOR VEHICLE MECHANIC HELPER

The 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.

05250 – MOTOR VEHICLE UPHOLSTERY WORKER

The Motor Vehicle Upholstery Worker repairs and replaces upholstery, including fabrics, springs,

webbing, filling, and padding, in automobiles, trucks, buses, and other motor vehicles.

05280 – MOTOR VEHICLE WRECKER (Tow Truck Operator; Wrecker Operator)

The Motor Vehicle Wrecker (Tow Truck Operator; Wrecker Operator) operates gasoline, diesel, or electric-powered vehicle equipped with special equipment used to tow vehicles or equipment.

05310 – PAINTER, AUTOMOTIVE

The Painter, Automotive Worker coats surfaces of motor vehicles such as automobiles, buses, and trucks with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices, removes old paint from vehicle, using liquid paint remover and scraper, smooths surface with sandpaper and steel wool. The Painter, Automotive Worker roughens aluminum surfaces with acid solution and steel wool to ensure that paint adheres to surface, masks and covers portions of surfaces not to be painted, paints vehicle or specified portion of vehicle and may paint insignia, letters, or numerals on vehicle surface using stencils.

05340 – RADIATOR REPAIR SPECIALIST (Automobile Radiator Mechanic)

The Radiator Repair Specialist (Automobile Radiator Mechanic) repairs, modifies, and tests automotive radiators, air coolers, and oil temperature regulators made of various kinds of metals, locates and repairs leaks, removes defective parts, and installs new parts.

05370 – TIRE REPAIRER

The Tire Repairer repairs damaged tires of automobiles, buses, trucks, and other automotive vehicles, raises vehicle, using hydraulic jack, and unbolts wheel, using lug wrench, removes wheel from vehicle by hand or, when repairing giant tires of heavy equipment, by use of power hoist, locates puncture in tubeless tire by visual inspection or by immersing inflated tire in water bath and observing air bubbles emerging from puncture, and seals puncture in tubeless tire by inserting adhesive material and expanding rubber plug into puncture, using hand tools. Job task for the Tire Repairer also includes separating tubed tire from wheel, using rubber mallet and metal bar or mechanical tire changer, removing inner tube from tire and inspects tire casing for defects, such as holes and teas, gluing boot (tire patch) over rupture in tire casing using rubber cement, inflating inner tube and immerses it in water to locate leak, buffing defective area of inner tube, using scraper, and patches tubes with adhesive rubber patch or seals rubber patch to tube, using hot vulcanizing plate. The

Tire Repairer reassembles tire onto wheel, and places wheel on balancing machine to determine counterweights required to balance wheel, hammers required counterweights onto rim of wheel.

05400 – TRANSMISSION REPAIR SPECIALIST (Transmission Mechanic)

The Transmission Repair Specialist (Transmission Mechanic) repairs manual and automatic transmissions in automobiles, buses, trucks, and other automotive vehicles, raises vehicle, using jacks or hoists, and removes transmission, using mechanic's hand tools, disassembles transmission and replaces broken or worn parts, such as bands, gears, seals, and valves, adjusts pumps, bands, and gears as required, using wrenches, installs repaired transmission and fills it with specified fluid, adjusts operating linkage and tests operation on road. The Specialist may adjust a carburetor, verify idle speed of motor, using equipment, such as tachometer, and make required adjustments.

06000 – AUTOMOTIVE SERVICE (RETAIL) OCCUPATIONS

This category applies exclusively to Air Force, Army or Navy Exchange auto concession service contracts for maintenance and repair of passenger car, light truck, and other motor vehicles owned by military service members and other qualified individuals.

Occupations include such activities as diagnostic services and engine tune-ups; cleaning and detailing vehicles; changing oil and other fluids; repairing or replacing tires and aligning wheels; installing exhaust systems (mufflers, tailpipes, etc); repairing brake, air conditioning, and suspension and steering systems; replacing alternators, starters and water pumps, and other defective bolt-on parts; and may include selling gasoline and oil.

Exclusions include major transmission or engine repairs or overhauls, major body work or painting, work performed for motor pool services.

06500 – RETAIL AUTOMOTIVE DETAILER

The Retail Automotive Detailer cleans interior and exterior of passenger cars and light trucks using vacuum cleaner, shampooer and cloth, cleans windows with water glass cleaner using clothes or paper towels, cleans dash, doors and trim and applies vinyl dressing, washes outside of vehicle with car-wash soap and soft cloth polishes painted surfaces using handheld buffer and wax, may install auto accessories such as mudflats, bug deflector, and vent visors using hand tools.

06510 – RETAIL AUTOMOTIVE HELPER

The Retail Automotive Helper performs minor automotive services on cars and light trucks for retail customers, including washing, vacuuming, and cleaning vehicles. This worker assists higher-grade automotive technicians with oil changes or tire repair services, stocks and retrieves automotive parts and supplies, maintains tool and equipment cleans work areas, and performs other related duties. Work is unskilled in nature.

06520 – RETAIL AUTOMOTIVE TECHNICIAN

The Retail Automotive Technician performs a variety of basic repair services to cars and light trucks for retail customers. Typical duties include: making repairs that can be accomplished by cleaning, reinstalling or replacing defective bolt-on parts, or components; i.e. batteries, windshield wipers, lights, fouled spark plugs, wheel cylinders, or worn brake shoes, removing and replacing with standard parts. This Technician performs wheel alignments or installs exhaust systems (mufflers, tailpipes, etc.), repairs brake systems, air conditioning systems, suspension and steering systems; replaces alternators, starters and water pumps, and may perform state safety inspections. This position does not perform major transmission or engine repairs or overhauls. The Technician reports additional findings to foreman/service writer, advises customers on findings, places and maintains decals on vehicles, maintains tools and equipment, cleans work areas, and performs other related duties.

06530 – RETAIL LUBRICATION TECHNICIAN

The Retail Lubrication Technician performs minor automotive services on cars and light trucks for retail customers, drains and replaced lubricants in crankcases, transmissions and differentials, lubricates steering and drive train linkages and door and hood hinges, replaces oil and air filters, checks fluid levels in engine, transmission and differential, radiator, brake and steering systems, checks tire pressure and refills to required capacity, drains and replaces engine coolants. This Technician installs batteries, rotates tires, uses hand or compressed air grease equipment oil sprays or cans, and hand tools, places and maintains decals on vehicles, reports additional findings to foreman/service writer, advises customers on the findings, may inform customers of automotive services available, maintain tools and equipment, cleans work areas, and performs other related duties.

06540 – RETAIL TIRE SERVICE WORKER

The Retail Tire Service Worker removes, repairs, and replaces tires on cars and light trucks, jacks, and blocks equipment, removes wheels from vehicle and removes tire from rim, using the tire change machine and following the established procedures to install replacement tire or repair punctured tire. This Worker mounts wheel and tire assembly on balancing machine, calibrates to corrected balance, removes tire and wheel, may rotate tires to different positions, uses tie and wheel mounting and balancing equipment, tire repair materials and chemicals and hand tools, reports additional findings to foreman/service writer, places and maintains decals on vehicles. This Worker performs other related duties, such as clean work areas and surroundings, maintain, and obtain tools, parts, supplies, etc.

06550 – SENIOR RETAIL AUTOMOTIVE TECHNICIAN

The Senior Retail Automotive Technician performs the basic repair services (including diagnostic services and engine tune-ups to cars and light trucks) for retail customers, diagnoses the source of trouble, and advises the retail customer of the nature of the problem in non-technical terms.

07000 – FOOD PREPARATION AND SERVICE OCCUPATIONS

This category includes occupations concerned with preparing and serving food in such establishments as hotels, clubs, restaurants, cafeterias, and mess halls on military installations.

07010 – BAKER

The Baker applies full knowledge of baking trade and is responsible for producing standard baked goods such as bread, rolls, cakes, cookies, biscuits, muffins, and various types of puddings, and ice cream or sherbets.

07040 – COOK (Occupational Base)

The Cook prepares food, using various cooking methods, i.e., boiling, roasting, baking, broiling, to make suitable for eating.

07041 – COOK I

The Cook I independently perform moderately difficult tasks in preparing small quantities of quickly prepared food such as steaks, chops, cutlets, hamburgers, eggs, salads and other similar items. Excludes workers who exercise general supervision over kitchen activities.

07042 – COOK II

The Cook II prepares in large quantities, by various methods of cooking, meat, poultry, fish, vegetables, seasons and cooks all cuts of various meats, fish and poultry, boils, steams or fries vegetables, makes gravies, soups, sauces, roasts, meat pies, fricassees, casseroles, and stews. Excludes food service supervisors and head cooks who exercise general supervision over kitchen activities.

07070 – DISHWASHER

The Dishwasher manually or mechanically washes and rinses dishes, glasses and silverware; maintains proper temperature for sterilization and adds soap as needed, and performs other duties as assigned.

07080 – FAST FOOD SHIFT LEADER (Crew Chief, Team Leader)

The Fast Food Shift Leader (Crew Chief, Team Leader) refers to a non-supervisory full or part-time worker who performs the duties of a fast food worker. In addition, from time to time, after training, performs other duties requiring a limited amount of discretion such as assisting management in directing other Fast Food Workers, controlling amount and timing of food production, and opening and closing restaurant.

07090 – FAST FOOD WORKER (Crew person, Team member, Associate)

The Fast Food Worker (Crew Person, Team Member, and Associate) refers to a non-supervisory full-or part-time worker in a fast food restaurant who performs one or more repetitious and standardized tasks at an assigned station. Duties include one or more of the following: preparing simple food items such as French fries, fish or chicken portions, hamburgers, and beverages in a highly standardized manner, often controlled by automatic or simple timing devices; taking customers' orders; filling orders, and collecting payment. This Worker may rotate among stations, and clean equipment or premises.

07130 – FOOD SERVICE WORKER (Cafeteria Worker)

The Food Service Worker (Cafeteria Worker) serves as a cafeteria and/or delicatessen/bakery worker helping in the preparation, presentation and serving of specialty meats, delicacies, preserved foods, cheeses, salads, breads, and sweets to patrons. The incumbent assists in weighing, pricing and wrapping selected foods on plates, trays and in bags, prepares food displays in counter cases and other display units, greets customers

as they arrive at service counter, takes special orders, and answers basic customer questions about specialty foods. Using prepared ingredients and following routine, repetitive steps, this Worker makes hot and/or cold sandwiches, fruit and vegetable trays, salads and rotisserie chicken, may slice and/or mix simple ingredients, as needed, cleans counters and trays, washes dishes and maintains cleanliness of preparation, work and display areas, inspects and cleans equipment. This Worker may assist in any or all of the following: measuring and mixing ingredients as directed, assists in preparing, cooking and decorating breads, rolls, pastries, cakes and other bakery items, receives, unloads trucks, and stores stock, takes special orders or unusual food requests from customers, takes payment and makes change for customers.

07210 – MEAT CUTTER

Utilizing standardized meat cutting methods, the Meat Cutter breaks down meat carcasses and wholesale cuts; bones and cuts meat into roasts, steaks, chops, etc, cleans and cuts fish into fillets and steaks, draws dresses and cuts poultry. Must know methods for handling and storing meats (including fish and fowl).

07260 – WAITER/WAITRESS

The Waiter/Waitress serves food and beverages to patrons at counters and tables in coffee shops, lunchrooms, and other dining establishments. This worker presents menus to customers, answers questions, and makes suggestions regarding food and service. Duties include memorizing or writing order on check, relaying order to kitchen and serving course from kitchen and service bars. The Waiter/Waitress observes guests to fulfill any additional requests and to perceive when meal has been completed, totals bill and accepts payment or refers patron to Cashier. The Waiter/Waitress may ladle soup, toss salads, portion pies, and desserts, brew coffee, perform other services as determined by establishment's size and practices, and may clear and reset counters or tables at conclusion of each course or meal.

08000 – FORESTRY AND LOGGING OCCUPATIONS

This category includes occupations concerned with the following: propagating, protecting, and managing forest tracts, felling trees and cutting them into logs, using hand tools or operating heavy powered equipment to perform such activities as preparing sites for planting, tending crop trees and reducing competing vegetation, moving logs and piling brush, yarding, trucking logs from the forest, planting seedlings and trees, growing

crop trees in nurseries, gathering forest products, and preventing, controlling, and extinguishing fires.

08010 – BRUSH/PRECOMMERCIAL THINNER

The Brush/Precommercial Thinner uses a chainsaw, brush blade, or other hand-held equipment, including chemical applicators (where authorized by law) such as hypo hatchet and spot gun, to remove excess trees and other vegetation. This Worker determines which immature trees to leave for accelerated growth, depending on spacing, species, size, freedom from disease or other defect, and possible damage to remaining trees, cuts brush and other vegetation, may chip debris and move slash (wood debris) away from roads, fire trails and remaining trees. Excludes workers cutting mature trees.

08040 – CHOKER SETTER

The Choker Setter fastens choker (noose of wire rope, cable, or chain) to log end, attaches choker to skidder or cable to be pulled to landing or loading area.

08070 – FALLER/BUCKER

The Faller/Bucker uses a chainsaw to cut down (fell) mature trees and saw felled trees into log lengths (buck) and determines optimum cuts to maximize yield and minimize waste.

08100 – FIRE LOOKOUT

The Fire Lookout locates and reports forest fires and weather conditions from remote fire-lookout station, maintains on the ground surveillance to detect evidence of fires and observe weather condition, locates fires on area maps, estimates size, and characteristics of each fire, and reports findings to base camp by radio or telephone. The Fire Lookout may monitor and report daily meteorological data, such as temperature, relative humidity, and wind direction and velocity.

08130 – FORESTRY EQUIPMENT OPERATOR

(Includes Tractor Operator, Planting; Tractor Operator, Site Preparation; and Tractor Operator, Thinning) Equipment is used in planting and thinning trees, spreading or spraying chemicals, preparing sites for planting, or performing other forestry services. The incumbent operates a rubber-tired or crawler-type tractor or other heavy motorized equipment such as a grader, front-end loader, or backhoe. May also lubricate fuel equipment, adjust equipment, and make emergency repairs to equipment.

08160 – FORESTRY/LOGGING HEAVY EQUIPMENT OPERATOR (Loader Operator, Skidder Operator)

Equipment is used to maintain unpaved roads, clean culverts and ditches, move logs, clear land, provide roadside vegetation control, and prevent or fight fires. The Forestry/Logging Heavy Equipment Operator (Loader Operator, Skidder Operator) operates heavy equipment such as bulldozer, grader, power shovel, backhoe, feller/buncher, skidder, yarder, high tower, tree peeler, or grapple loader, may lubricate, fuel, adjust, and make emergency repairs to equipment.

08190 – FORESTRY TECHNICIAN

The Forestry Technician requires the use of technical knowledge acquired through formal training or equivalent experience to examine forest area and reports findings. Duties include one or more of the following: inspecting reforestation work such as planting, thinning, or site preparation to determine compliance with contract; examines and measures stands of trees to collect and record data on ground vegetation, soil condition, and size, growth, and condition of trees; taking measurements and making calculations to estimate timber yield from sample plots (cruising). At tree progeny sites, the Forestry Technician performs layout, staking, and mapping, identifies planting spots and seedlings by pinning and tagging and records position numbers and growth data identifies superior specimens of trees for cone and scion (sprouts or shoots for grafting) collection. Excludes workers required to have a degree in forestry.

08200 – FORESTRY TRUCKDRIVER

The Forestry Truckdriver drives a truck to transport logs, dirt, gravel, trash, brush, equipment, supplies, or personnel. May direct the work of laborers loading or unloading truck, load or unload truck without helpers, perform routine maintenance, or make minor mechanical repairs.

Excludes owner-operators, over-the-road drivers, and general freight haulers. Classifications are made according to type and rated capacity of truck (see Truck Driver).

08250 – GENERAL FORESTRY LABORER

The General Forestry Laborer performs a variety of tasks to grow nursery stock, reforest, and protect timber tracts. Duties include one or more of the following: sowing seed; lifting seedlings from nursery beds, placing shading materials beside seedlings, netting or tubing (placing small plastic tubes over seedlings); mulching (placing mulching materials around

seedlings), post-planting hand scalping (removing excessive vegetation around seedlings); applying repellent or fertilizer to seedlings; gopher baiting, and collecting fallen cones or scion (sprouts or shoots for grafting). Excludes workers climbing trees to pick cones (see Tree Climber).

08280 – NURSERY SPECIALIST

The Nursery Specialist works in nursing and greenhouse operations, providing technical direction to the nursery worker on the jobs to be done, determines the plant's needs and provides the necessary instructions to the nursery worker to accomplish the work; checks plants for disease and damage and determines the necessary treatment, determines when pruning, culling and other operations should be done in the nursery, reads the climate control gauges, and makes the necessary adjustments to the equipment to provide the necessary climate.

08310 – SLASH PILER/BURNER

The Slash Piler/Burner performs one or more of the following: transports and piles slash (woody debris) by hand, ignites slash using a drip torch; sets up and uses pumps and hoses to wet down areas or extinguish spot fires; uses hand tools to construct fire lines; patrols fire lines and patrols burned area to be certain all fire has been extinguished. The Slash Piler/Burner may use a power saw to cut slash into smaller pieces. Excludes workers piling slash by machine and workers whose primary duty is to fight forest fires.

08340 – TREE CLIMBER

The Tree Climber performs tree climbing and topping, cone and scion collection and other duties where tree climbing is necessary.

08370 – TREE PLANTER

The Tree Planter plants bare-root or containerized trees using a shovel, hoe dad, dibble bar, hoe, or powered auger, transports trees in a tree bag, selects optimum planting location to meet spacing, soil, and shade requirements. The Tree Planter may perform only part of the planting function such as baring soil, operating auger, or tamping soil around plant. Workers such as Christmas tree planters, who are not required to select optimum planting locations, are excluded.

08400 – TREE PLANTER, MECHANICAL

The Tree Planter, Mechanical rides a mechanical planter pulled by a rubber-tired or crawler tractor while inserting seedlings in a trench dug by the planter, or

placing the seedlings on a conveyor for planting by the machine.

09000 – FURNITURE MAINTENANCE AND REPAIR OCCUPATIONS

This category includes occupations concerned with maintaining and repairing furniture made of metal, wood and other materials such as reed and rattan for use in hospitals, laboratories, offices, stores, and other establishments.

09010 – ELECTROSTATIC SPRAY PAINTER

The Electrostatic Spray Painter sprays negatively charged paint particles on positively charged work pieces, using cone, disk, or nozzle-type electrostatic painting equipment, moves switches and dials to start flow of current and to activate paint spraying equipment, turns valves and observes gauges to set pressure and to control flow of paint, adjusts thermostat to maintain specified temperature in paint tanks, inspects painted units for runs, sags, and unpainted areas, readjusts pressure valves to control direction and pattern of spray and to correct flaws in coating, and cleans paint from ceiling and walls of booth, conveyor hooks or grid, and from disks, cones, spray heads, and hoses using solvent and brush. This Worker may hand-spray parts to cover unpainted areas or apply rust preventative, mix paint according to specifications, using viscometer to regulate consistency according to changes in atmospheric conditions, may supervise, or train furniture handlers for limited operation of the electrostatic spray painting equipment. In general, the work of an electrostatic spray painter requires rounded training and experience usually acquired through considerable on-the-job training and experience.

09040 – FURNITURE HANDLER

The Furniture Handler assists one or more electrostatic spray painters in repainting furniture by performing specific or general duties of lesser skill, moves materials or furniture to work areas, using hand truck or dolly, cleans surfaces of articles to be painted. The Furniture Handler is confined to supplying, lifting, holding materials and tools, and cleaning working areas.

09080 – FURNITURE REFINISHER

The Furniture Refinisher refinishes damaged, worn, or used furniture or new high-grade furniture to specified color for finish, utilizing knowledge of wood properties, finishes, and furniture styling, removes old finish from surfaces by abrading with steel wool or sandpaper or by brushing solvent on surfaces to soften

finish and scraping with knife and steel wool, removes excess solvent by rubbing surface with cloth immersed in paint thinner or salt soda, applies plastic putty, wood putty, or lacquer-stick to surfaces, using spatula or knife, to fill nicks, depressions, holes and cracks. The Furniture Refinisher smooths surface for finishing, using sandpaper or power sander, selects and mixes finish ingredients to obtain specified color shade or to match existing finish, brushes or sprays successive coats of stain, varnish, shellac, lacquer, or paint on work piece. This refinisher grains wood or paints wood trim, using graining roller, comb, sponge, or brush, polishes and waxes finished surfaces. In general, this worker requires extensive knowledge of surface peculiarities and types of finishes required for different applications usually acquired through considerable on-the-job training and experience.

09090 – FURNITURE REFINISHER HELPER

The Furniture Refinisher Helper assists in refinishing furniture by performing one or a combination of the following tasks: supplying furniture refinishers with materials and tools, holding materials and tools as requested, cleaning work areas, machines and equipment, immersing small articles in vat filled with solvent preparatory to rubbing, and blowing excess solvent from surface with air hose or wipes surface with dry cloth. Job tasks continue to include scraping articles, using knife, scraper, or wood chisel to remove burs, splinters, and excess glue, and marking defects such as knotholes, cracks, and splits to facilitate repair of articles. This Refinisher Helper cuts plastic laminated covering materials and plywood to specified size and shape using hand tools and power tools; cements pre-cut laminated materials to plywood to form furniture parts such as cabinet tops, countertops, desktops and tabletops, using clamps or vise; wipes acetone on edges of parts with rags and solvent to remove excess adhesive; examines edges of laminated parts to detect ridges, and removes excess materials with file or electric hand trimmers, and attaches metal molding trim to edges, using glue and hand tools.

09110 – FURNITURE REPAIRER, MINOR

The Furniture Repairer, Minor repairs surface defects of finished wood and metal furniture, using the following methods: (1) Repair defects in finish of wooden furniture; fill holes and cracks with shellac or wax, using heated blade to melt and spread wax and shellac; remove varnish and smooths cracks and scratches with sandpaper; apply stain to match furniture surface and varnish to protect surface, using brush or spray gun; smooth and shape repaired surface with sandpaper, pumice stone, steel wool, or chisel. This method will

require this repairer to nail, screw, or glue broken or split parts together, rub glossy spots with pumice stone and oil, and polish dull spots with wax to match surrounding finish. The Furniture Repairer dabs moistened cloth to and presses heated blade against dents and scratches to draw indentations to surface, may chisel out defective sections and replace them with patch matching color and grain, (2) Repair damaged metal furniture; weld cracks using acetylene torch; file, scrape, or sand parts to remove dirt, paint, or rust, melt solder into holes and cracks; grind solder until smooth and flush with surrounding metal, using portable grinder; bend or hammer dented or twisted parts to original shape; tighten or replace loose screws, nuts and bolts; replace missing or broken parts, e.g., hinges, door and drawer handles, latches, and furniture arms and legs.

09130 – UPHOLSTERER

The Upholsterer repairs and rebuilds upholstered furniture, using hand tools and knowledge of fabrics and upholstery methods, removes covering, webbing and padding from seat, arms, back and sides of work piece, using tack puller, chisel, and mallet, removes defective springs by cutting cords or wires that hold them in place, replaces webbing and springs or reties springs, measures and cuts new covering material, installs material on inside of arms, back, seat, and over outside back and arms of wooden frame. The Upholsterer tacks or sews ornamental trim, such as braid and buttons, to cover and frame, may operate sewing machine to seam cushions and join various sections of covering materials, may repair wooden frame of work piece, repair seats from various types of vehicles, repair a variety of items requiring special shaping, cushioning and covering, including aircraft insulation and soundproofing panels, repair special devices and assemblies and other items such as carpets, inflatable shelters and tents made of canvas and other fabrics. In general, the work of an Upholsterer requires rounded training and experience usually acquired through considerable on-the-job training and experience.

11000 – GENERAL SERVICES AND SUPPORT OCCUPATIONS

This category includes occupations concerned with moving and handling materials (e.g., loading, unloading, digging, hauling, hoisting, carrying, wrapping, mixing, pouring, spreading); washing and cleaning laboratory apparatus, cars and trucks; cleaning and maintaining living quarters, hospital rooms and wards, office buildings, grounds, and other areas; and doing other general maintenance work, by hand or using common hand tools and power equipment. These

occupations may involve heavy or light physical work and various skill levels. Skills are generally learned through job experience and instruction from supervisors or, in some instances, short-term formal training programs.

11030 – CLEANER, VEHICLES

The Cleaner, Vehicles cleans interiors and exteriors of transportation vehicles, such as automobiles, buses, railroad cars, and streetcars, cleans interior of vehicle, using broom, cloth, mop, vacuum cleaner, and whiskbroom, cleans windows with water, cleansing compounds, and cloth or chamois, replenishes sanitary supplies in vehicle compartments, removes dust, grease, and oil from exterior surfaces of vehicles, using steam-cleaning equipment or by spraying or washing vehicles, using spraying equipment, brush or sponge. The Cleaner may polish exterior of vehicle, and may fumigate interior of vehicle, using fumigating gases or sprays.

11060 – ELEVATOR OPERATOR

The Elevator Operator operates elevator to transport passengers or freight between floors of a building such as a department store, hotel, office building, apartment house, or manufacturing plant, pushes buttons or moves levers on signal or instructions from passengers or others to control movement of elevator, opens and closes safety gate and elevator door at each floor where stop is made, may supply information to passengers concerning location of offices, merchandise, and individuals, distribute mail to various floors, answer telephone, and prevent unauthorized persons from entering building; may load or unload freight or assist other employees to do so, transport freight from elevator to designated area, using hand truck, and may sweep or vacuum elevator.

11090 – GARDENER

The Gardener plans and executes small scale landscaping operations and maintains grounds and landscape of household, business and other properties, works with assistant in preparing and grading terrain, applying fertilizers, seeding and laying sod, and transplanting shrubs and plants, and cultivates them, using gardening implements and power-operated equipment. The Gardner plants new and repairs established lawns, using seed mixtures and fertilizers recommended for particular soil type and lawn location, locates and plants shrubs, trees, and flowers recommended for particular landscape effect or those selected by property owner, mows and trims lawns, using hand or power mower, trims shrubs and cultivates gardens, sprays trees and shrubs and applies

supplemental liquid and dry nutrients to lawn, trees and shrubs; cleans ground, using rakes, brooms, and hose, dig trenches and install drain tiles, repair concrete and asphalt walks and driveways.

11122 – HOUSEKEEPING AIDE

The Housekeeping Aide performs special cleaning projects as well as daily cleaning duties in accordance with standard procedures of the housekeeping department and with hospital objectives. An employee uses cleaning equipment, including automatic floor machines, commercial vacuums, wet mops, large wringers, and other necessary equipment, tools, chemicals, and supplies. The Housekeeping Aide will dry and wet mop floors, scrub and buff floors with rotor and other machines, vacuum carpets to clean and control bacteria, transport trash from utility rooms and other collection points to incinerator, compactor, or pick-up area, perform special cleaning of induction units, walls, lighting fixtures, and windows, both inside and outside, move furniture and set up meeting rooms. This Aide 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, and assists security personnel in restraining disturbed patients in psychiatric wards.

11150 – JANITOR

The 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 that 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.

11210 – LABORER, GROUNDS MAINTENANCE

The Laborer, Grounds Maintenance maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: cut grass, using walking-type or riding mowers (less than 2000 lbs.), trim hedges and edges around walks, flowerbeds, and wells, using hedge trimmers, clippers and edging tools, prunes shrubs and trees to shape and improve growth, using shears and other hand tools, sprays lawn, shrubs, and trees with fertilizer or insecticide. Job duties also include the following: planting grass, flowers, trees, and shrubs, watering lawn and shrubs during dry periods, using hose or activating sprinkler system, picks up and burns or carts away leaves, paper or other litter; removing snow from walks, driveways, roads, or parking lots, using shovel and snow blower, spreads salt on walkways and other areas, repairing and painting fences, gates, benches, tables, guardrails, and outbuildings. This Worker assists in repair of roads, walks, buildings, and mechanical equipment, and may clean comfort stations, offices workshop areas, and parking lots by sweeping, washing, mopping and polishing.

11240 – MAID OR HOUSEMAN

The Maid or Houseman cleans rooms and other premises of hotel, motel, tourist home, or other lodging facility, performing any combination of the following tasks: dusting and cleaning Venetian blinds, furniture, and other surfaces, sorts, counts, folds, marks, or carries linens. The Maid or Houseman turns mattresses and makes beds, moves and arranges furniture and hangs drapes, cleans and polishes metalwork and porcelain bathroom fixtures, spot-cleans walls and windows, empties wastebaskets and removes trash, removes soiled linens for laundering, replenishes room supplies, and reports needed repairs to equipment, furniture, building and fixtures.

11260 – PRUNER

The Pruner identifies and inspects trees for damage and/or diseases. Uses loppers to remove limbs from designated trees, applies spacing guidelines for selection of best trees, and cuts, or severs all live or dead limbs of selected trees to a specified height.

11270 – TRACTOR OPERATOR

The Tractor Operator drives gasoline or diesel powered tractor to: move materials, draw implements, tow trailers, pull out objects embedded in ground, or pull

cable of winch to raise, lower, or load heavy material or equipment. The Tractor Operator fastens attachments such as graders, plows, rollers, mowers (over 2,000 lbs.), backhoes, seeders, and disc harrows to tractor, adjusts equipment for proper operation, lubricates and makes minor repairs to tractor and attachments such as tightening bolts, and replacing washers, cotter pins, and screws.

11330 – TRAIL MAINTENANCE WORKER

The Trail Maintenance Worker removes fallen and leaning dead trees, encroaching limbs and brush, minor repair of tread, tread drainage, and tread drainage structures and trail location marking. The Trail Maintenance Worker removes downed limbs, loose rock, and debris from trail ways.

11360 – WINDOW CLEANER

The Window Cleaner cleans windows, glass partitions, mirrors, and other glass surfaces of building interior or exterior, using pail of soapy water or other cleaner, sponge, and squeegee, crawls through windows from inside and hooks safety belt to brackets for support; sets and climbs ladder to reach second or third story; uses basin chair, swings stage or other scaffolding lowered from roof to reach outside windows; or stands to reach first floor or inside windows.

12000 – HEALTH OCCUPATIONS

This category includes occupations concerned with providing health and allied services to assist physicians and other medical practitioners by caring for patients, mixing pharmaceutical preparations, performing clerical duties and providing medical laboratory services in a variety of medical service establishments, such as hospitals, clinics, medical laboratories, blood banks, and community health organizations.

12010 – AMBULANCE DRIVER

The Ambulance Driver drives an ambulance to transport sick, injured or convalescent persons, places patients on stretcher and loads stretcher into ambulance (usually with help of ambulance attendant), takes sick or injured persons to hospital or convalescents to destination, using knowledge and skill in driving to avoid sudden motions detrimental to patients, changes soiled linen on stretcher, administers first aid as needed; may shackle violent patients, and may report facts concerning accident or emergency to hospital personnel or law enforcement officials.

12011 – BREATH ALCOHOL TECHNICIAN (BAT)

The Breath Alcohol Technician instructs and assists individuals in the alcohol testing process and operates the Evidential Breath Testing (EBT) devices. He or she must complete a course of instruction, which includes: the principles of EBT methodology, operation, and calibration checks; the fundamentals of breath analysis for alcohol content; the agency testing procedures; and, interpretation and recording of EBT results. The BAT is trained to proficiently use approved EBT devices, and is familiar with the alcohol testing procedures. The BAT may independently perform external calibration checks by preparing the breath alcohol simulator or alcohol standard and may perform other maintenance and calibration functions. Specific Duties can include: Maintenance and safekeeping of the EBT, assuring there are sufficient testing supplies/materials available, explaining the breath testing process to subjects, operating an EBT and documenting test results.

12012 – CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT

The Certified Occupational Therapist Assistant assists in the administration of rehabilitative activities for patients with developmental, physical or emotional impairments. This person must pass a national certification examination, be familiar with standard concepts, practices and procedures within a particular field, rely on limited experience and judgment to plan and accomplish goals, perform a variety of tasks, and report to the occupational therapist.

12015 – CERTIFIED PHYSICAL THERAPIST ASSISTANT

The Certified Physical Therapist Assistant administers procedures to patients to help reduce pain and improve mobility. This position usually requires an Associate's degree from an accredited program and two years of experience. The Incumbent must be familiar with standard concepts, practices and procedures within the physical therapy field. The Certified Physical Therapist Assistant performs a variety of tasks and utilizes limited experience and independent judgment to accomplish goals. A limited degree of creativity and latitude is required, and this person will report to the Physical Therapist.

12020 – DENTAL ASSISTANT

The Dental Assistant provides assistance to the dentist by receiving and preparing patients for dental treatment, preparing materials and equipment for use by the dentist, assisting dentist at chair-side or bedside in the

treatment of patients, taking dental radiographs and maintaining records related to appointments, examinations, treatment and supplies. This person may work in general dentistry or in a specialized field of dentistry such as prosthodontics or oral surgery.

12025 – DENTAL HYGIENIST

Under the direct supervision of a dentist, the Dental Hygienist cleans calcareous deposits, accretions and stains from teeth and beneath margins of gums, using dental instruments. This employee feels lymph nodes under patient's chin to detect swelling or tenderness that could indicate presence of oral cancer, feels and visually examines gums for signs of disease, may provide clinical services and health education to improve oral health and dental care of school children, and may conduct dental health clinics for community groups to augment services of dentist. Usually, this position requires an Associate's degree, dental hygienist license and two to four years of experience. Prospects must be familiar with standards, concepts, and procedures within the dental field, and be able to rely on limited experience and judgment to plan and accomplish goals, to perform variety of tasks. The Dental Hygienist reports to Dentist.

12030 – EKG TECHNICIAN

The EKG Technician performs electrocardiographs according to established policies and procedures. Usually, this position requires graduation from an accredited EKG program, two years of community college and two years of clinical experience. Prospects must be familiar with standard concepts, practices and procedures within the electrocardiography particular field, rely on limited experience and judgment to plan and accomplish goals, and perform a variety of tasks. This position reports to physician or registered nurse.

12035 – ELECTRONEURODIAGNOSTIC TECHNOLOGIST

The Electroneurodiagnostic Technologist assists in the analysis and diagnosis of disorders in the brain and nervous system such as brain tumors, sleep disorders, strokes, and epilepsy. Usually this requires two years of community college and two years of related experience. Prospects must be familiar with standards, concepts, and procedures within the Neurology field, rely on limited experience and judgment to plan and accomplish goals, and perform variety of tasks. This position reports to supervisor or manager.

12040 – EMERGENCY MEDICAL TECHNICIAN (EMT)

The Emergency Medical Technician provides emergency medical treatment to sick or injured persons at site of emergency and while in transit to medical facility, working as a member of an emergency medical team, responds to instructions from emergency medical dispatcher, and drives specially equipped emergency vehicle to specified location., monitors communication equipment to maintain contact with dispatcher, determines nature and extent of illness or injury, or magnitude of catastrophe, and establishes procedures to be followed or need for additional assistance, basing decisions on statements of persons involved, examination of victim or victims, and knowledge of emergency medical practice, administers prescribed medical treatment at site of emergency or in vehicle in route to medical facility, performing such activities as applying splints, administering oxygen, maintaining an adequate airway, treating minor wounds or abrasions, or performing cardiopulmonary resuscitation (CPR). Job tasks requires that one; communicates with professional medical personnel at emergency treatment facility to obtain instructions regarding further treatment and to arrange for reception of victims at treatment facility, assists in removal of victims from vehicle and in their transfer to treatment center, assists center admitting personnel to obtain and record information related to victims' vital statistics and circumstances of emergency, maintains vehicles and medical communication equipment, and replenishes first-aid equipment and supplies.

The Emergency Medical Technician may assist in controlling crowds, protecting valuables, or performing other duties at scene of catastrophe, and assist professional medical personnel in emergency treatment administered at medical facility. The typical EMT is trained according to an U. S. Department of Transportation National Standard Curriculum (114 hours). The EMT may also acquire additional skills, such as use of the automatic or manual external defibrillator, and become certified as an EMT-Defibrillator (EMT-D). On average, 18 hours of training are needed to acquire defibrillation skills.

12070 – LICENSED PRACTICAL NURSE (LPN) (Occupational Base)

The LPNs are licensed to provide practical or vocational nursing care to patients in hospitals, nursing homes, clinics, health units, homes, and community health organizations. They typically work under the supervision of a registered nurse or physician, and may supervise unlicensed nursing assistants.

12071 – LICENSED PRACTICAL NURSE I

The Licensed Practical Nurse I provides standard nursing care requiring some latitude for independent judgment and initiative to perform recurring duties. Supervisor provides additional instructions for unusual or difficult tasks. Deviations from specific guidelines must be authorized by the supervisor.

12072 – LICENSED PRACTICAL NURSE II

The Licensed Practical Nurse II provides nursing care requiring an understanding of diseases and illnesses sufficient to enhance communications with physicians, registered nurses, and patients, follows general instructions in addition to established policies, practices and procedures, uses judgment to vary sequence of procedures based on patient's condition and previous instructions. Supervisory approval for requested deviations is given routinely. Guidance is provided for unusual occurrences.

12073 – LICENSED PRACTICAL NURSE III

This level applies to two different work situations. In situation 1), LPNs provide nursing care for patients in various stages of dependency, setting priorities and deadlines for patient care as necessary prior to notifying the supervisor. In situation 2), LPNs are assigned to a selected group of critically ill patients, e.g., in hospital intensive care or coronary care units. These assignments require LPNs to immediately recognize and respond to serious situations, sometimes before notifying an RN. However, their overall independence and authority is more limited than that described in situation 1, and supervisory approval is required for proposed deviations from established guidelines.

12100 – MEDICAL ASSISTANT

The Medical Assistant assists physicians in examination and treatment of patients, and performs clerical tasks related to administration of office. The Medical Assistant prepares treatment rooms for examination of patient. Interviews patient and checks pulse, temperature, blood pressure, weight and height, drapes patient with covering correctly positions instruments and equipment, hands instruments and materials to doctor as directed, collects and prepares specimens for shipment to medical laboratories, takes electrocardiograms, telephones prescriptions to pharmacy, and authorizes refills as directed. This person schedules appointments, arranges for hospital admission and laboratory services, receives money for bills, completes insurance forms, maintains financial records, and records and files patient charts and medical records.

Medical Assistants may use computer to perform administrative duties.

12130 – MEDICAL LABORATORY TECHNICIAN (Clinical Laboratory Assistant; Registered Medical Technician)

The Medical Laboratory Technician (Clinical Laboratory Assistant, Registered Medical Technician) performs a variety of routine tests and laboratory procedures in a medical laboratory for use in diagnosis and treatment of disease. This technician conducts urinalyses, clinical chemistry tests and blood counts, prepares tissue samples for study by medical technologist or pathologist, prepares chemical reagent stains and solutions tends automatic equipment to prepare specimens and perform analytic tests, makes preliminary identification of bacterial cultures subject to confirmation of supervisor, maintains laboratory stock of chemicals and glassware, and may collect specimens from patients.

12160 – MEDICAL RECORD CLERK

The Medical Record Clerk compiles, verifies, and files medical records of hospital or clinic patients and compiles statistics for use in reports and surveys, prepares folders and maintains records of newly admitted patients. reviews contents of patients' medical record folders, assembles into standard order, and files according to established procedure, reviews inpatient and emergency room records to insure presence of required reports and physicians' signatures, and routes incomplete records to appropriate personnel for completion or prepares reports of incomplete records to notify administration, checks list of discharged patients to insure receipt of all current records, compiles daily and periodic statistical data, such as admissions, discharges, deaths, births, and types of treatment rendered. This technician will also record diagnoses and treatments, including operations performed, for use in completing hospital insurance billing forms maintain death log, type and process birth certificates, assist other workers with coding of records, make copies of medical records, using duplicating equipment, and may schedule and post results of laboratory tests to records.

12190 – MEDICAL RECORD TECHNICIAN (Medical Record Administrator)

The Medical Record Technician (Medical Record Administrator) maintains medical records of hospital and clinic patients, reviews medical records for completeness and accuracy, codes diseases, operations, diagnoses and treatments, compiles medical care and census data for statistical reports, and maintains indexes on patient, disease, operation, and other categories. The

Medical Record Technician directs routine operation of medical record department, files, or directs Medical Record Clerk to file, patient records, maintains flow of medical records and reports to departments, and may assist medical staff in special studies or research.

12195 – MEDICAL TRANSCRIPTIONIST

The Medical Transcriptionist transcribes medical dictation by physicians and other medical practitioners pertaining to patients' assessments, diagnostics, therapy and other medical reports. This position usually requires a high school diploma or equivalent and coursework in medical terminology and two years of related work experience. Prospects must be familiar with standard concepts, practices and procedures within a medical field, be able to perform a variety of tasks and utilize limited experience and independent judgment to accomplish goals.

12210 – NUCLEAR MEDICINE TECHNOLOGIST

The Nuclear Medicine Technologist administers and monitors radionuclides to patients to determine presence of radioactive drugs. This position usually requires an Associate's degree with two years of experience in the field or related area, and May require state certification. Prospects must be familiar with standard concepts, practices and procedures within the Nuclear Medicine field and utilize limited experience and independent judgment to accomplish goals. This position reports to supervisor or manager.

12220 – NURSING ASSISTANT (Nursing Aide, Orderly and Attendant)

(Occupational Base)

The Nursing Assistant (Nursing Aide, Orderly and Attendant) (Occupational Base) provides personal and nursing care to patients in hospitals, nursing homes, resident care facilities, clinics, private homes, and community health organizations. Duties include maintaining patient hygiene and supporting doctors and nurses in diagnostic procedures, technical treatments, patient charting, and patient teaching. Work does not require state licensure. Supervisory positions are excluded.

12221 – NURSING ASSISTANT I

The Nursing Assistant I performs simple personal care and housekeeping tasks requiring no previous training. Typical tasks include bathing, dressing, feeding, lifting, escorting, and transporting patients, collecting laundry carts and food trays, taking and recording temperatures, changing bed linen and cleaning patients' rooms. This

assistant must be able to follow detailed and specific instructions.

12222 – NURSING ASSISTANT II

In addition to providing personal care, the Nursing Assistant II performs common nursing procedures such as, observing and reporting on patient conditions; taking and recording vital signs, collecting and labeling specimens, sterilizing equipment; listening to and encouraging patients, giving sitz baths and enemas; applying and changing compresses and non-sterile dressings, checking and replenishing supplies, securing admission data from patients, and assisting in controlling aggressive or disruptive behavior. The Nursing Assistant II follows specific instructions, and matters not covered are verified with the supervisor. (Positions involved with the above duties in forensic units of mental health institutions are classified as Nursing Assistant III.)

12223 – NURSING ASSISTANT III

This position performs a variety of common nursing procedures as described at Level II. Work requires prior experience or training to perform these procedures with some latitude for exercising independent initiative or limited judgment. This Assistant may also perform several procedures sequentially, chart patient care, administer prescribed medication and simple treatments, teach patient self-care and lead lower level nursing assistants.

12224 – NURSING ASSISTANT IV

This position applies advanced patient or resident care principles, procedures and techniques that require considerable training and experience. In addition to the work described at Level III, typical duties are as follows: assisting professional staff in planning and evaluating patient or resident care; recognizing subtle changes in patient's condition and behavior and varying nursing care accordingly; catheterizing, irrigating, and suctioning patients; monitoring IV fluids and alerting registered nurse when system needs attention; performing minor operative and diagnostic procedures in a clinic. Supervisor describes limitations and priorities of work.

12235 – OPTICAL DISPENSER

The Dispensing Optician (Optician) examines written prescriptions to determine the specifications of lenses. The Optician recommends eyeglass frames, lenses, and lens coatings after considering the prescription and the customer's occupation, habits, and facial features. Measures clients' eyes, including the distance between

the center of the pupils and the distance between the surface and the lens. May obtain a customer's previous record or verify a prescription with the examining optometrist or ophthalmologist. Opticians may reshape or bend the frame by hand or using pliers so that the eyeglasses fit the customer properly and comfortably. May also fix, adjust, and refit broken frames. Some Opticians specialize in fitting contacts, artificial eyes, or cosmetic shells to cover blemished eyes.

12236 – OPTICAL TECHNICIAN

The Optical Technician operates machinery to construct eyeglasses based on specific prescription information. This person must be familiar with standard concepts, practices and procedures within the optical field. The Optical Technician performs a variety of tasks and utilizes limited experience and independent judgment to accomplish goals. The Optical Technician reports to supervisor or manager.

12250 – PHARMACY TECHNICIAN

Duties for Pharmacy Technician include the following: prepare and dispense medications, maintain related records for patients in hospital or clinic under supervision of pharmacist; prepare, package, label and distribute medication doses prescribed by physician. This technician maintains patient medication profile records, utilizing compute, and maintains inventories of drugs and supplies; performing such duties as placing drug and supply orders with vendors, stocking shelves, rotating stock and checking expiration date of pharmaceuticals.

12280 – PHLEBOTOMIST

Phlebotomists draw blood from patients or donors in hospitals, blood banks, or similar facilities for analysis or other medical purposes. They assemble equipment such as tourniquet, needles, blood collection devices, gauze, cotton, and alcohol on work tray according to requirements for specified tests or procedures, verify or record identities of patients or donors and converse with patients or donors to allay fears of procedures. This worker applies tourniquet to arm, locates accessible vein, swabs puncture area with disinfectant, inserts needle into vein to draw blood into collection tube or bag, withdraws needle, applies treatment to puncture site, and labels and stores blood container for subsequent processing. This worker may prick finger to draw blood, conduct interviews, take vital signs, and draw and test blood samples to screen donors at blood bank.

12305 – RADIOLOGIC TECHNOLOGIST

The Radiologic Technologist arranges patients for radiological examinations, produces radiographs (x-rays) to aid in the diagnosis of medical problems. Usually, this position requires an Associate's degree with two years of experience in the field or related area. The prospect has knowledge of commonly used concepts, practices and procedures within the field, relies on instructions and pre-established guidelines to perform the functions of the job, and works under immediate supervision. A certain degree of latitude and creativity is required. This position reports to supervisor or manager.

12310 – REGISTERED NURSE (RN) (Occupational Base)

The Registered Nurse provides professional nursing care to patients in hospitals, nursing homes, clinics, health units, private residences, and community health organizations. (Visiting nurses are included.) The Registered Nurse assists physicians with treatment; assesses patient health problems and needs, develops and implements nursing care plans, maintains medical records, and assists patients in complying with prescribed medical regimen, may specialize as an operating room nurse, psychiatric nurse, nurse anesthetist, industrial nurse, nurse practitioner, and clinical nurse specialist. This nurse may supervise LPNs and Nursing Assistants.

12311 – REGISTERED NURSE I

The Registered Nurse I provides comprehensive general nursing care to patients whose conditions and treatment are normally uncomplicated, follows established procedures, standing orders, and doctor's instructions, uses judgment in selecting guidelines appropriate to changing patient conditions. Routine duties are performed independently; variations from established routines are performed under specific instructions. Typical assignments include:

1. Staff: Prepares hospital or nursing home patients for tests, examinations, or treatment; assists in responding to emergencies; records vital signs and effects of medication and treatment in patient charts; and administers prescribed medications and intravenous feedings.
2. Operating Room: Assists in surgical procedures by preparing patients for less complex operations (e.g., appendectomies); sterilizes instruments and other supplies; handles instruments; and assists in operating room, recovery room, and intensive care ward.

3. **Psychiatric:** Provides routine nursing care to psychiatric patients. May observe and record patient behavior.
4. **Health Unit/Clinic:** Administers immunizations, inoculations, allergy treatments, and medications in a clinic or employer health unit; performs first aid for minor burns, cuts, bruises, and sprains; obtains patient histories; and keeps records, writes reports, and maintains supplies and equipment.

12312 – REGISTERED NURSE II

The Registered Nurse II plans and provides comprehensive nursing care in accordance with professional nursing standards, uses judgment in assessing patient conditions, interprets guidelines, and modifies patient care as necessary, recognizes and determines proper action for medical emergencies, e.g., calls physician or takes preplanned emergency measures. Typical assignments include the following:

1. **Staff:** In addition to the duties described at Level I, usually performs more complex procedures, such as: administering blood transfusions, managing nasal-pharyngeal, gastric suction, and other drainage tubes, using special equipment such as ventilator devices, resuscitators and hypothermic units; or closely monitoring postoperative and seriously ill patients.
2. **Operating Room:** Provides nursing service for surgical operations, including those involving complex and extensive surgical procedures, confers with surgeons concerning instruments, sutures, prostheses and special equipment, cares for physical and psychological needs of patients; assists in the care and handling of supplies and equipment; assures accurate care and handling of specimens; and assumes responsibility for aseptic technique maintenance and adequacy of supplies during surgery.
3. **Psychiatric:** Provides comprehensive nursing care for psychiatric patients. In addition to observing patients, evaluates and records significant behavior and reaction patterns and participates in group therapy sessions.
4. **Health Unit/Clinic:** Provides a range of nursing services, including preventive health care counseling, coordinates health care needs and makes referrals to medical specialists, assesses and treats minor health problems, administers emergency treatment; performs limited portions of physical examinations, manages the stable phases of common chronic illnesses and provides individual and family counseling.

5. **Community Health:** Provides a broad range of nursing services including adult and child health care, chronic and communicable disease control, health teaching, counseling, referrals, and follow-up.

12313 – REGISTERED NURSE II, SPECIALIST

The Registered Nurse II, Specialist plans and provides highly specialized patient care in a difficult specialty area, such as intensive care or critical care. In comparison with Registered Nurse II, pay typically reflects advanced specialized training, experience and certification. This nurse may assist higher-level nurses in developing, evaluating, and revising nursing plans, and may provide advice to lower level nursing staff in area of specialty.

12314 – REGISTERED NURSE III

The Registered Nurse III plans and performs specialized and advanced nursing assignments of considerable difficulty, uses expertise in assessing patient conditions and develops nursing plans that serve as a role model for others. Evaluations and observation skills are relied upon by physicians in developing and modifying treatment. Work extends beyond patient care to the evaluation of concepts, procedures, and program effectiveness. Typical assignments include the following:

1. **Specialist:** Provides specialized hospital nursing care to patients having illnesses and injuries that require adaptation of established nursing procedures, renders expertise in caring for patients who are seriously ill, are not responding to normal treatment, have undergone unique surgical operations, or are receiving infrequently used medication. Duties may require knowledge of special drugs or the ability to provide pulmonary ventilation.
2. **Psychiatric Specialist:** Provides nursing expertise on an interdisciplinary treatment team that defines policies and develops total care programs for psychiatric patients.
3. **Practitioner:** Provides primary health care and nursing services in clinics, schools, employer health units, or community health organizations, assesses, diagnoses, and treats minor illnesses and manages chronic health problems. Other services may include providing primary care for trauma cases, including suturing; planning and conducting a clinic, school or employer health program; or studying and appraising community health services.

12315 – REGISTERED NURSE III, ANESTHETIST

This Nurse recommends and administers general anesthetics intravenously, topically, by inhalation, or by endotracheal intubation; induces patient anesthesia, and manages proper states of patient narcosis throughout prolonged surgeries; determines the need for and administers parenteral fluids including plasma and blood; administers stimulants as directed. The Registered Nurse III may also administer local anesthetics as needed.

12316 – REGISTERED NURSE IV

This Nurse plan, researches, develop and implements new or modified techniques, methods, practices, and approaches in nursing care; acts as consultant in area of specialization and is considered an expert or leader within specialty area; consults with supervisor to develop decisions and coordinates with other medical staff and community. Typical assignments include the following:

1. Specialist/Consultant: Provides expert and complex hospital nursing and health care to a specialized group of patients, develops and monitors the implementation of new nursing techniques, policies, procedures and programs; instructs nursing and medical staff in specialty, represents the specialty to outside organizations; and evaluates, interprets, and integrates research findings into nursing practices.
2. Practitioner: Serves as primary health advisor in clinics and community health organizations and provides full range of health care services. The Practitioner manages clinic and is responsible for formulating nursing and health care standard and policies, including developing and teaching new techniques or practices and establishing or revising criteria for care. This Practitioner collaborates with physician in planning, evaluating, coordinating and revising program and determines conditions, resources and policies essential to delivery of health care services.

12317 – SCHEDULER (Drug and Alcohol Testing)

Drug and Alcohol Testing Schedulers are responsible for a variety of functions related to the planning, scheduling, and modification of plans and schedules for workplace alcohol or drug testing as well as reporting of alcohol or drug tests. These functions are carried out as a centralized operation coordinating the client's request for a certain number and type of test to be accomplished at specific dates, times and places on a

national scale. These tests could be accomplished anywhere in the USA, Puerto Rico, and American Trust Territories, for any of the type of alcohol or drug tests required, i.e., random, pre-employment, post-accident, reasonable suspicion, return-to-duty, or follow-up. Requests for testing will occur well in advance for random and follow-up testing and will typically involve a large volume of tests. The Scheduler must determine the appropriate offices, Breath Alcohol Technician (BAT), and/or subcontractor performing the tests according to location or other factors. The request must be communicated to the responsible offices with the dates/times, etc. confirmed with the client. Any subsequent changes must be coordinated with all parties. If travel costs involving air travel, hotel, rental car, or mileage over 100 miles, this must be pre-approved by the client. The Scheduler is expected to choose the most cost-effective approach to completing the test requirements.

13000 – INFORMATION AND ARTS OCCUPATIONS

This category includes occupations concerned with the communication of information and ideas through audio, visual, or pictorial means, the collection, custody, presentation, display, and interpretation of art works, cultural objects, and other artifacts, or a branch of fine or applied arts such as industrial design, interior design, or musical composition.

13010 – EXHIBITS SPECIALIST (Occupational Base)

The Exhibits Specialist constructs and installs exhibit structures, electric wiring, and fixtures of materials, such as wood, plywood, and fiberglass, using hand tools and power tools. This Specialist studies sketches or scale drawings for temporary or permanent display or exhibit structures to determine type, amount, and cost of material needed. The Specialist confers with exhibit planning and art personnel to discuss structural feasibility of plans and to suggest alternate methods of displaying objects in exhibit; cuts, assembles, and fastens parts to construct framework, panels, shelves, and other exhibit components of specified materials, using hand tools and power tools. The Exhibits Specialist sprays or brushes paint, enamel, varnish, or other finish on structures, or creates special effects by applying finish with cloth, sponge, or fingers to prepare structure for addition of fittings. This Specialist would mount fittings and fixtures, such as shelves, panel boards, and shadow boxes to framework, using hand tools or adhesives; install electrical wiring, fixtures, apparatus, audiovisual components, or control equipment in framework, according to design specifications,

install or affix murals, photographs, graphs, mounted legend materials, and graphics in framework or on fixtures assemblies. Typically, the Exhibits Specialist duties also include the following: installing or arranging structures in exhibit galleries working with maintenance and installation personnel, tests electrical, electronic, and mechanical components of exhibit structure to verify operation, may maintain inventory of building materials, tools, and equipment, and order supplies as needed for construction of exhibit fixtures; assigning duties to, and supervising work of carpentry, electrical, and other craft workers engaged in constructing and installing exhibit components.

13011 – EXHIBITS SPECIALIST I

At this level, the Exhibits Specialist brings to the job manual dexterity, mechanical skill, and/or artistic skill, plus aptitude for learning exhibits techniques. They perform duties related to the fabrication, finishing and repair of exhibits while acquiring training in museum or exhibits techniques.

13012 – EXHIBITS SPECIALIST II

At this level, the Exhibits Specialist perform independently the phases of work in which they are proficient, and receive training in the more complex processes. Duties relate to the fabrication, finishing and maintenance of exhibits that require a high degree of manual dexterity and moderate but varied artistic skills. Generally, they work from accurate scale drawings, blueprints or sketches with instructions as to the materials to be used and the colors to be matched. On the phases of the work with which they are thoroughly familiar, and within the framework of accepted and proven methods and techniques, there is considerable latitude of choice in execution. The supervisor checks their work at the completion of each phase on work that involves several processes or stages of development.

13013 – EXHIBITS SPECIALIST III

At this level, the Exhibits Specialist is responsible for the construction of portions of more complex exhibits, such as models, three-dimensional training aids, or complex exhibit cases and other exhibit furniture. Complexity of work may be indicated by: (a) subject matter which requires extensive study and search of the literature; (b) the need to demonstrate the significance of an event or development; (c) the need to present the development or evaluation of an event; and (d) subject matter involving several disciplines. Another area of work at this level includes the planning of detailed work processes and actual restoration work on historic structures or valuable items, or the construction of replicas or models requiring greater skill than is

required for the work at the Exhibits Specialist II level. At level III, Exhibits Specialists are comparatively free to use judgment in selecting work methods and materials, and developing techniques and color schemes.

13040 – ILLUSTRATOR (Occupational Base)

The Illustrator prepares illustrations and drawings using common art media to depict medical and scientific subjects or technical equipment, renders preliminary or final products such as assembly and component drawings, exploded views, functional, perspective and isometric drawings, and schematic diagrams from rough sketches or notes provided by subject matter specialists, using art media such as oil, water color or pen-and-ink. This person lays out proposed illustrations in conformity with established style and format taking into account perspective, angle of view, and artistic effect, discusses illustration or drawing at various stages of completion with higher-grade illustrator or supervisor, and makes changes as necessary.

13041 – ILLUSTRATOR I

Duties for this position require the ability to use common media such as tempera, oils, pen-and-ink, or pencil with average skill. The Illustrator I copies drawings, either by tracing or freehand; applies coloring or wash to line drawings; letters by hand or by use of templates, and does detail or background work on illustrations which have been prepared by an illustrator of higher grade. When working with scientific subjects and technical equipment this Illustrator acquires basic knowledge of subject matter field and develops information about the field of work that will be illustrated. When working in the general fields of illustrating, someone in this position acquires necessary information about subject of the illustrations or applies general knowledge to the subject.

13042 – ILLUSTRATOR II

The Illustrator II usually is assigned to projects involving several of the common art media such as pen-and-ink, pencil, tempera, wash, oils, and airbrush over a period of time. These projects require the Illustrator to be proficient in the use of these media and in executing acceptable drawings in many styles. Generally, Illustrator II executes drawings that have been conceived by others and presented in the form of rough sketches. This illustrator does not exercise an extensive knowledge of the subject matter involved when preparing medical, scientific or technical equipment illustrations, but does acquire information about the subject assigned to illustrate and develop a background of subject matter knowledge through carrying out these

illustrating assignments. However, the kind of illustrating work assigned does not require an extensive prior knowledge about the subjects illustrated.

13043 – ILLUSTRATOR III

The projects to which the Illustrator III are assigned, usually involve several of the common art media (as in the case of Illustrator II), but the illustrations themselves typically require a higher degree of skill in the use of many of the media. This degree of skill is required for the following reasons: (a) the speed with which the illustration must be completed requires the ability to work quickly and competently in order to produce an acceptable finished product within the available time limit. (b) The illustration calls for the use of fine detail, special artistic effects, or an unusual use of the chosen medium or; (c) The method of reproduction, how the illustration will be used, or the information or artistic results desired, calls for exceptional care and skill in the use of the medium. The themes illustrated may be either concrete in nature or they may represent ideas and abstract concepts. The illustrations differ from those typical of Illustrator II in that they are expected to interpret the publications, chart, poster, or exhibit in which they appear, while Illustrator II presents factual, rather than interpretative material. Illustrator III is required to have knowledge of a specialized subject matter field such as medicine, science, or technical equipment, and will prepare illustrations that are designed to reproduce the appearance of specific medical or scientific specimens or of pieces of technical equipment.

13047 – LIBRARIAN

The Librarian maintains library collections of books, serial publications, and documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials, furnishes information on library activities, facilities, rules and services, explains and assists in use of reference sources, such as card or book catalog, or book and periodical indexes to locate information. This worker issues and receives materials for circulation or use in library, assembles and arranges displays of books and other library materials, maintains reference and circulation materials. The Librarian also answers correspondence on special reference subjects, may compile list of library materials according to subjects or interests, and may select, order, catalog and classify materials.

13050 – LIBRARY AIDE/CLERK

The Library Aide/Clerk works under the supervision of Librarian and Library Technician at the main circulation desk following simple repetitive tasks

including; issuing library cards, explaining library rules and borrowing procedures, recording information such as reports of lost or damaged items, requests for materials, and overdue materials and refers this information to Library Technician or Librarian. This Worker contacts borrowers by telephoning or issuing overdue notices, shelves books, magazines, and other materials under supervision of Library Technician or Librarian, accesses and enters limited routine information in a few screens of automated database, performs routine clerical duties such as referring callers or visitors to appropriate staff, and assists Library Technician with processing duties such as labeling and stamping and preparing materials such as posters or book lists for events.

13054 – LIBRARY INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATOR

The Library Information Technology Systems Administrator administers and supports daily operational requirements of library and information computer network systems including workstation, file servers, and web servers. Duties typically involve the installation of hardware, software, systems upgrades, network accounts, network security, and web page design, interface and updates, planning and implementing long-range automation plan, period reports, and local system design documentation. This Administrator trains staff on software applicable to their position, assists patrons with information technology, and provides instruction on computers and applications.

13058 – LIBRARY TECHNICIAN

The Library Technician provides information service such as answering questions regarding card catalogs and assists in the use of bibliographic tools, such as Library of Congress catalog. The incumbent performs routine cataloging of library materials, files cards in catalog drawers according to system used, answers routine inquiries, and refers persons requiring professional assistance to Librarian. This Technician verifies bibliographic information on order requests, works or directs workers in maintenance of stacks or in section of department or division with tasks such as ordering or receiving section of acquisitions department, card preparation activities in catalog department, or limited loan or reserve desk operation of circulation department.

13060 – MEDIA SPECIALIST (Occupational Base)

The Media Specialist maintains functionality (expiration dates, incorrect labeling, etc.) for a variety of media sources, e.g., tapes, cassettes, microfiche, film, and compact disks/DVDs, in addition to

introduction of new media technology. Troubleshoots and resolves media errors and data processing problems; lower level media specialists focus on preplanned procedures when troubleshooting, while higher level media specialist may deviate from standard operating procedures.

13061 – MEDIA SPECIALIST I

The Media Specialist I maintains library of media (tapes, cassettes and microfiche), which presents few difficult data processing problems (e.g. damaged media or misplaced media). In response to data processing problems, this person applies data processing or corrective procedures, refers problems which do not have preplanned procedures, and works under general supervision of the higher-level Media Specialists.

13062 – MEDIA SPECIALIST II

This Specialist maintains a range of media (tapes, cassettes and microfiche). In addition to maintaining the media library and resolving common data processing problems, the incumbent diagnoses and acts on media errors not fully covered by existing procedures and guidelines (e.g., tape, disposition or making mechanical adjustments to maintain or restore media equipment). In response to media error reports, this Worker may deviate from standard procedures if standard procedures do not provide a solution and refers still-unresolved problems to Media Specialist III.

13063 – MEDIA SPECIALIST III

The Media Specialist III adapts to a variety of nonstandard problems that require extensive specialist assistance (e.g., expiration date on media, media internally labeled incorrectly or frequent introduction of new media technology). In response to media error conditions, this Worker chooses or devises a course of action from among processing tanks and dryer, around polished drum, and onto take-up reel. The specialist turns valves to fill tanks with premixed solutions such as developer, dyes, stop-baths, fixers, bleaches, and washes, moves thermostatic control to keep steam-heated drum at specified temperature, and splices sensitized paper to leaders using tape. The specialist then starts machine and throws switches to synchronize drive speeds of processing and drying units, compares processed prints with color standard, reports variations to control department, adds specified amount of chemicals to renew solutions, and maintains production records.

13070 – PHOTOGRAPHER (Occupational Base)

The Photographer takes pictures requiring knowledge of photographic techniques, equipment, and processes.

Typically, some familiarity with the organization's activities (i.e., scientific, engineering, industrial, technical, retail, commercial, etc.) and some artistic ability are needed at higher levels. Depending on the objectives of the assignment, photographers use standard equipment (including simple still, graphic, and motion picture cameras, video and television hand cameras, and similar commonly used equipment) and/or use special-purpose equipment (including specialized still and graphic cameras, motion picture production, television studio, and high speed cameras and equipment). At the higher levels, a complex accessory system of equipment may be used, as needed, with sound or lighting systems, generators, timing or measurement control mechanisms, or improvised stages or environments, etc. Work of photographers at all levels is reviewed for quality and acceptability. The Photographer may also develop, process, and edit film or tape, serve as a lead photographer to lower level workers, or may perform work described at lower levels as needed. Positions are matched to the appropriate level based on the difficulty of, and responsibility for the photography performed, including the subject-matter knowledge and artistry required to fulfill the assignment. While the equipment may be an indication of the level of difficulty, photographers at the higher level may use standard equipment, as needed.

13071 – PHOTOGRAPHER I

The Photographer I takes routine pictures in situations where several shots can be taken. This Photographer uses standard still cameras for pictures lacking complications, such as speed, motion, color contrast, or lighting. Photographs are taken for identification, employee publications, information, or publicity purposes. Workers must be able to focus, center, and provide simple flash-type lighting for an uncomplicated photograph. Typical subjects are employees who are photographed for identification, award ceremonies, interviews, banquets or meetings; or external views of machinery, supplies, equipment, building, damaged shipments, or other subjects photographed to record conditions. Assignments usually are performed without direct guidance due to the clear and simple nature of the desired photograph.

13072 – PHOTOGRAPHER II

This Photographer uses standard still cameras, commonly available lighting equipment and related techniques to take photographs, which involve limited problems of speed, motion, color contrast, or lighting. Typically, the subjects photographed are similar to those at Level I, but the technical aspects require more skill. Based on clear-cut objectives, this Worker

determines shutter speeds, lens settings and filters, camera angles, exposure times, and type of film. This position requires familiarity with the situation gained from similar past experience to arrange for specific emphasis, balanced lighting, and correction for distortion, etc., as needed. The Photographer II may use 16mm or 35mm motion picture cameras for simple shots such as moving equipment or individuals at work or meetings, where available or simple artificial lighting is used. Ordinarily, there is opportunity for repeated shots or for retakes if the original exposure is unsatisfactory. This Photographer consults with supervisor or photographers that are more experienced when problems are anticipated.

13073 – PHOTOGRAPHER III

The Photographer III selects from a range of standard photographic equipment for assignments demanding exact renditions, normally without opportunity for later retakes, when there are specific problems or uncertainties concerning lighting, exposure time, color, artistry, etc. Job tasks require this worker to discuss technical requirements with operating officials or supervisor and customize treatment for each situation according to a detailed request, vary camera processes and techniques, and use the setting and background to produce esthetics, as well as accurate and informative pictures. Typically, standard equipment is used at this level, although "specialized" photography can be performed using some special-purpose equipment under closer supervision. In typical assignments, the Photographer III photographs the following:

1. drawings, charts, maps, textiles, etc., requiring accurate computation of reduction ratios and exposure times and precise equipment adjustments;
2. tissue specimens in fine detail and exact color when color and condition of the tissue may deteriorate rapidly;
3. medical or surgical procedures or conditions which normally cannot be recaptured;
4. machine or motor parts to show wear or corrosion in minute wires or gears;
5. specialized real estate, goods and products for catalogs or listings when salability is enhanced by the photography;
6. work, construction sites, or patrons in prescribed detail to substantiate legal claims, contracts, etc.;
7. artistic or technical design layouts requiring precise equipment settings; and
8. fixed objects on the ground or air-to-air objects which must be captured quickly and require directing the pilot to get the correct angle of

approach. This person works independently; solves most problems through consultations with more experienced photographers, if available, or through reference sources.

13074 – PHOTOGRAPHER IV

The Photographer IV uses special-purpose cameras and related equipment for assignments in which the photographer usually makes all the technical decisions, although the objective of the pictures is determined by operating officials. This Worker conceives and plans the technical photographic effects desired by operating officials and discusses modifications and improvements to their original ideas in light of the potential and limits of the equipment, improvises photographic methods and techniques or selects and alters secondary photographic features (e.g., scenes, backgrounds, colors, lighting). Many assignments afford only one opportunity to photograph the subject. Typical examples of equipment used at this level include ultra-high speed, motion picture production, studio television, animation cameras, specialized still and graphic cameras, electronic timing and triggering devices, etc. Some assignments are characterized by extremes in light values and the use of complicated equipment. This photographer sets up precise photographic measurement and control equipment; uses high speed color photography, synchronized stroboscopic (interval) light sources, and/or timed electronic triggering; operates equipment from a remote point; or arranges and uses cameras operating at several thousand frames per second. In other assignments, selects and sets up motion picture or television cameras and accessories and shoots a part of a production or a sequence of scenes, or takes special scenes to be used for background or special effects in the production. This person works under guidelines and requirements of the subject-matter area to be photographed, and consults with supervisors only when dealing with highly unusual problems or altering existing equipment.

13075 – PHOTOGRAPHER V

As a top technical expert, the Photographer V exercises imagination and creative ability in response to photography situations requiring novel and unprecedented treatment. This worker typically performs one or more of the following assignments: (1) develops and adapts photographic equipment or processes to meet new and unprecedented situations, e.g. works with engineers and physicists to develop and modify equipment for use in extreme conditions such as excessive heat or cold, radiation, high altitude, under water, wind and pressure tunnels, or explosions; (2) plans and organizes the overall technical photographic

coverage for a variety of events and developments in phases of a scientific, industrial, medical, or research project; or (3) creates desired illusions or emotional effects by developing trick or special effects photography for novel situations requiring a high degree of ingenuity and imaginative camera work to heighten, simulate, or alter reality. The Photographer V Independently develops, plans, and organizes the overall technical photographic aspects of assignments in collaboration with operating officials who are responsible for project substance. This worker uses imagination and creative ability to implement objectives within the capabilities and limitations of cameras and equipment, may exercise limited control over the substance of events to be photographed by staging actions, suggesting behavior of the principals, and rehearsing activities before photographs are taken.

13110 – VIDEO TELECONFERENCE TECHNICIAN

The Video Teleconference Technician operates video teleconferencing equipment including powering up teleconferencing equipment, checking equipment for proper operation, setting audio levels, positioning camera functions, performing secure or non-secure setup; operate or assist in operating session control panel, studio control unit, and high-resolution graphics. Job tasks require this technician to provide assistance to users in conducting video teleconference sessions, which may include conference preparation, and monitor VTC equipment and system performance, reporting equipment and network problems to appropriate parties for maintenance or repair. The Video Teleconference Technician's responsibilities may include operation of briefing computers, projectors or other audiovisual equipment in conjunction with video teleconferencing services; may include scheduling video teleconferencing sessions, training personnel in operation of video teleconferencing equipment, and other audiovisual equipment associated with video teleconferencing services.

14000 – INFORMATION TECHNOLOGY OCCUPATIONS

This category includes occupations concerned with the utilization of the computer in the analysis and solution of business, scientific, engineering and other technical problems to include the following: operating electronic, optical, and electromechanical machines that record, store, process, and transcribe data from magnetic tape or other sources to solve mathematical, engineering, accounting, or technical problems, to keep records or to supply information; programming computer languages to perform mathematical, engineering and scientific

computations or auditing, payroll, mailing list and text handling functions; and storing and retrieving computer files.

14040 – COMPUTER OPERATOR (Occupational Base)

The Computer Operator monitors and operates the control console of either a mainframe digital computer or a group of minicomputers, in accordance with operating instructions, to process data. Work is characterized by the following:

1. Studies operating instructions to determine equipment setup needed.
2. Loads equipment with required items (tapes, cards, paper, etc.).
3. Switches necessary auxiliary equipment into system;
4. Diagnoses and corrects equipment malfunctions;
5. Reviews error messages and makes corrections during operation or refers problems;
6. Maintains operating record.

This operator may test run new or modified programs and assists in modifying systems or programs. Included within the scope of this definition are fully qualified Computer Operators, trainees working to become fully qualified operators, and lead operators providing technical assistance to lower level positions.

14041 – COMPUTER OPERATOR I

The Computer Operator I works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

14042 – COMPUTER OPERATOR II

The Computer Operator II processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, this worker applies standard operating or corrective procedure, refers problems that do not respond to preplanned procedure, and may serve as an assistant operator, working under general supervision.

14043 – COMPUTER OPERATOR III

The Computer Operator III processes a range of scheduled routines. In addition to operating the system

and resolving common error conditions, this worker 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, the Computer Operator III may deviate from standard procedures if standard procedures do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.

14044 – COMPUTER OPERATOR IV

The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, this worker chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems if necessary. Typically, completed work is submitted to users without supervisory review.

14045 – COMPUTER OPERATOR V

The Computer Operator V resolves a variety of difficult operating problems (e.g. making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. This operator may spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists with resolution of problems.

14070 – COMPUTER PROGRAMMER (Occupational Base)

The Computer Programmer performs programming services for establishments or for outside organizations that may contract for services, converts specifications (precise descriptions) about business or scientific problems into a sequence of detailed instructions to solve problems by electronic data processing (EDP)

equipment, i.e. digital computers; draws program flow charts to describe the processing of data, and develops the precise steps and processing logic which, when entered into the computer in coded language (COBOL, FORTRAN, or other programming language) to cause the manipulation of data to achieve desired results. The Computer Programmer tests and corrects programs, prepares instructions for operators who control the computer during runs, modifies programs to increase operating efficiency or to respond to changes in work processes, and maintains records to document program development and revisions. At levels I, II and III, Computer Programmers may also perform programming analysis such as: gathering facts from users to define their business or scientific problems, and to investigate the feasibility of solving problems through new or modified computer programs; developing specifications for data inputs, flow, actions, decisions, and outputs; and participating on a continuing basis in the overall program planning along with other EDP personnel and users. In contrast, at level IV, some programming analysis must be performed as part of the programming assignment. The analysis duties are identified in a separate paragraph at levels I, II, III, and IV. However, the systems requirements are defined by systems analysts or scientists. Positions are classified into levels based on the following definitions:

14071 – COMPUTER PROGRAMMER I

The 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. This worker may perform routine programming assignments (as described in Level II) under close supervision.

In addition to assisting higher level staff, the Computer Programmer I 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.) and then report 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.

14072 – COMPUTER PROGRAMMER II

At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. This Computer Programmer performs routine programming

assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements, and works according to clear-cut and complete specifications. The data are refined, and the format of the final product is very similar to that of the input, or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs. The Computer Programmer II maintains and modifies routine programs, makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes, tests and documents modifications and writes operator instructions, may write routine new programs using prescribed specifications, and may confer with EDP personnel to clarify procedures, processing logic, etc. In addition, the Computer Programmer II may evaluate simple interrelationships in the immediate programming area confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change, and implements the change upon approval of the supervisor or higher level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats. This Worker reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Work is usually monitored in progress, and all work is reviewed upon completion for accuracy and compliance with standards.

14073 – COMPUTER PROGRAMMER III

As a fully qualified Computer Programmer, this Worker applies standard programming procedures and detailed knowledge of pertinent subject matter in a programming area such as a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. The incumbent works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. This Computer Programmer recognizes probable interactions of other related programs with the assigned program(s)

and is familiar with related system software and computer equipment, and solves conventional programming problems, (In small organizations, may maintain programs that concern or combine several operations, i.e. users, or develop programs where there is one primary user and the others give input.) The Computer Programmer III performs such duties as developing, modifying, and maintaining assigned programs, designing and implementing modifications to the interrelation of files and records within programs in consultations with higher level staff. This Worker monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and retrieval of field test data, and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.) This Programmer tests, documents work, writes and maintains operator instructions for assigned programs, and confers with other EDP personnel to obtain or provide factual data. In addition, this Programmer may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. Job tasks may require the incumbent to analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher-level staff. This Programmer may assist in the review and analysis of detailed program specifications, and in program design to meet changes in work processes. The Computer Programmer III works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures, resolves problems and deviations according to established practices, and obtains advice where precedents are unclear or not available. This Worker, may guide or instruct lower level programmers; supervise technicians and others who assist in specific assignments, works on complex programs under close direction of higher level staff or supervisor, and may assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks under close supervision. Work at a level above this is deemed Supervisory or Individual

Contributor. Completed work is reviewed for conformance to standards, timeliness, and efficiency.

14074 – COMPUTER PROGRAMMER IV

The Computer Programmer IV applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. This Programmer plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements, which are usually from different sources; solves difficult programming problems, and uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices. This Programmer performs such duties as: developing, modifying, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; works with problems or concepts and develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e.g., a critical path analysis program to assist in managing a special project. This Worker tests, documents, and writes operating instructions for all work, confers with other EDP personnel to secure information, investigate and resolve problems, and coordinates work efforts. In addition, this incumbent performs such programming analyses as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources. Duties include the following: assisting user personnel in defining problems or needs, determining work organization on typical maintenance projects and smaller scale, working on limited new projects, the necessary files and records, and their interrelation with the program or working on large or more complicated projects, and participating as a team member along with other EDP personnel and users, holding responsibility for a portion of the project. The Computer Programmer IV works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications and modifying and adapting precedent solutions and

proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. This Worker may function as team leader or supervise a few lower level programmers or technicians on assigned work.

14100 – COMPUTER SYSTEMS ANALYST (Occupational Base)

The Computer Systems Analyst analyzes business or scientific problems for resolution through electronic data processing, gathers information from users, defines work problems, and, if feasible, designs a system of computer programs and procedures to resolve the problems. This Worker develops complete specifications or enables other Computer Programmers to prepare required programs and analyzes subject-matter operations to be automated; specifies number and types of records, files, and documents to be used and outputs to be produced; prepares work diagrams and data flow charts; coordinates tests of the system and participates in trial runs of new and revised systems; and recommends computer equipment changes to obtain more effective operations. The Computer Systems Analyst may also write the computer programs. Positions are classified into levels based on the following definitions:

14101 – COMPUTER SYSTEMS ANALYST I

At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. This Analyst provides several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment. This Worker carries out fact finding and analyses as assigned, (usually of a single activity or a routine problem); applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, and may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review. The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt

guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. This position may supervise technicians and others who assist in specific assignments. Work at a level above this is deemed Supervisory or Individual Contributor.

14102 – COMPUTER SYSTEMS ANALYST II

This Analyst applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g., the analyst develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. This position requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Job duties require the incumbent to be able to recognize probable interactions of related computer systems and predict impact of a change in assigned system. The Computer Systems Analyst II reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; upon approval of synopsis, prepares specifications for development of computer programs. Duties also include the ability to determine and resolve data processing problems and coordinate the work with program, users, etc. This worker orients user personnel on new or changed procedures, may conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.

In this position, the incumbent works independently under overall project objectives and requirements, and appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. This worker adapts design approaches successfully used in precedent systems, works on a segment of a complex data processing scheme or broad system, as described for Computer Systems Analyst, level III, works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment,

compliance with instructions, and to insure proper alignment with the overall system. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. This analyst may provide functional direction to lower level assistants on assigned work.

14103 – COMPUTER SYSTEMS ANALYST III

The Computer Systems Analyst III applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing, finance management, engineering, accounting, or statistics, logistics planning, material management, etc. Usually, there are multiple users of the system; however, there may be complex one-user systems, e.g., for engineering or research projects. This position requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources, this worker is responsible for recognizing probable conflicts and integrating diverse data elements and sources, and produces innovative solutions for a variety of complex problems. The Computer Systems Analyst III maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. The incumbent guides users in formulating requirements, advises on alternatives and on the implications of new or revised data processing systems, analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies. This analyst recommends optimum approach and develops system design for approved projects, interprets information and informally arbitrates between system users when conflicts exist. This worker may serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.

14150 – PERIPHERAL EQUIPMENT OPERATOR

The Peripheral Equipment Operator operates peripheral equipment that directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer.

Printers, plotters, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment.

The following duties characterize the work of a Peripheral Equipment Operator:

1. Loads printers and plotters with correct paper; adjusting controls for forms, thickness, tension, printing density, and location; and unloading hard copy;
2. Labels tape reels, or disks;
3. Checks labels and mounting and dismounting designated tape reels or disks on specified units or drives;
4. Sets controls which regulate operation of the equipment;
5. Observes panel lights for warnings and error indications and taking appropriate action;
6. Examines tapes, cards, or other material for creases, tears or other defects that could cause processing problems.

Excludes workers who monitor and operate a control console or a remote terminal, or whose duties are limited to operating decollators, busters, separators, or similar equipment.

14160 – PERSONAL COMPUTER SUPPORT TECHNICIAN

The Personal Computer Support Technician provides support to distributed PC/networking environment including installation, testing, repair, and troubleshooting for stand-alone PCs, PCs linked to networks, printers, and other computer peripherals. Support responsibilities include software installation, and configurations. This technician performs technical, operational, and training support to users of personal computers either by telephone, or on-site for PC desktop hardware and software packages. Job duties require the technician to install and test personal computers, printers, and other peripherals, configure operating system, load shrink-wrap programs and other application software programs. In this position, the incumbent troubleshoots computer problems, performs hardware and software diagnostics, coordinates needed repairs, resolves computer system problems, including coordination between users and components of a local area network, and participates in the evaluation of system configuration and software.

15000 – INSTRUCTIONAL OCCUPATIONS

This category includes occupations concerned with the direct delivery and development of instruction. The

instruction is primarily of a technical nature where the requirements of the work are a combination of practical knowledge of the methods and techniques of instruction and practical knowledge and experience in the subject taught. With the exception of educational technologist and instructional developer positions, the occupational titles in this category do not have a requirement of professional training in the field of education.

15010 – AIRCREW TRAINING DEVICES INSTRUCTOR (NON-RATED)

The Aircrew Training Devices Instructor (Non-Rated) is responsible for the accomplishment of ground-based, and/or aircrew training devices (ATD) training of aircraft crewmembers (non-rated for Air Force/Navy contracts). This Worker instructs and measures training progress of crewmember students who train in the established aircrew training curriculum/ATDs, provides inputs and courseware corrections and modifications to update training policies and procedures. The Aircrew Training Devices Instructor assists in projects and development work as assigned, performs administrative and collateral duties relative to training such as record keeping, monitoring student progress, counseling, training development and maintenance of training programs.

15020 – AIRCREW TRAINING DEVICES INSTRUCTOR (RATED)

The Aircrew Training Devices Instructor (Rated) is responsible for the accomplishment of ground-based, and/or aircrew training devices (ATD) training of aircraft crew members (crew members for Air Force/Navy contracts) either individually, or in combination with pilot instructors. The incumbent instructs and measures training progress of crewmember students who train in the established aircrew training curriculum/ATDs, provides inputs and courseware corrections and modifications to update training policies and procedures, and assists in projects and development work as assigned. This Rated Instructor conducts ATD and other ground training of crew members in their specialized aircraft operations, including diagnosis and remediation of student problems following course outline and programmed simulator exercises. This person performs administrative and collateral duties relative to training such as: record keeping, monitoring student progress, counseling, training development and maintenance of training programs.

15030 – AIR CREW TRAINING DEVICES INSTRUCTOR (PILOT)

This Pilot Instructor is responsible for the accomplishment of ground-based, and/or aircrew training devices (ATD) training of pilots. As a qualified pilot, the incumbent conducts simulator and other ground training of pilots and other crewmembers in aircraft operating procedures, in-flight IFR/ VFR, operational and tactical procedures, measures training progress of pilot students and diagnosis and remediate problems, provides input on needed corrections, modifications and updates to courseware and to training policies and procedures.

Administrative and collateral duties include record keeping, counseling, training development, maintenance of training programs and serving as subject matter expert for students and other personnel as required. This instructor assists in projects and development work as assigned, and maintains a high level of current subject knowledge, capability, and expertise.

15050 – COMPUTER-BASED TRAINING SPECIALIST

The Computer-Based Training Specialist works with courseware production team to design, develop, revise and validate interactive computer-based courseware. This specialist uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation and video for interactive presentations. This person also uses appropriate programming/branching logic and screen layout and remediation/feedback techniques. The Worker also implements quality control and review and revision procedures throughout the courseware development process.

15060 – EDUCATIONAL TECHNOLOGIST

The Educational Technologist will provide expertise in instructional methodology, tests and measurement, and curriculum development, develop courseware format guidelines, review and maintain task lists and objective hierarchies, and write courseware materials in designated format (student study guide, workbooks, etc.). This technologist will work with Instructional Developers and Instructor/Subject Matter Experts to ensure accurate content and format. This person plans graphics integrates completed graphics into curriculum. Responsibilities require the Technologist to track individual lesson status, review lesson materials before submission ensure revisions do not impact instructional flow, and monitor lecture presentations to evaluate and assist with lesson organization and content.

15070 – FLIGHT INSTRUCTOR (PILOT)

The Flight Instructor provides individual flight, and ground instructions to military, civilian or international student pilots in a highly structured training environment. Flight instruction may be performed in a high performance aerobatic aircraft with students who have limited or no previous flight experience. Instruction is based on highly structured syllabus of instruction. Instructors must be able to tailor instruction to students' individual progress and previous qualifications. Instructors must be skilled in providing instructions limited by daily flight schedule. This person maintains training folders that accurately reflect student performance and progress, documents student deficiencies and suggests corrective actions, and motivates students having problems with performance or adaptation to the flight environment. Instructors may also be required to qualify as an observer, monitoring aircraft in the traffic pattern and providing aircraft clearance information to maintain safe and efficient traffic flow. Instructors may also be required to qualify as an area controller who assigns areas to and monitors aircraft in the local training areas, including providing for aircraft separation for arriving and departing aircraft.

15080 – GRAPHIC ARTIST

The Graphic Artist works with the courseware production team to design and develop graphic/visual effects used in courseware material. This position requires the use of specialized computer software to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. The Graphic Artist is capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout design throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development.

15090 – TECHNICAL INSTRUCTOR

The Technical Instructor teaches one or more short courses in a technical trade or craft such as electricity, electronics, surveying, aircraft or ship fundamentals, prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. The incumbent teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g., develops clarification or real world examples of application related to the subject matter); develops and maintains

classroom techniques that reflect professionalism, good discipline and enhance teaching. The Technical Instructor alternates teaching techniques in order to maintain high motivation and interest in the subject areas, administers grades, records and critiques examinations; prepares and administers remedial assignments, submits written recommendations for curriculum updates to ensure consistency with changes and innovations in latest applicable publications or documents.

15095 – TECHNICAL INSTRUCTOR/COURSE DEVELOPER

The Technical Instructor/Course Developer is primarily responsible for curriculum revision and maintenance. Technical curriculum may involve electronics, welding, or more highly technical areas such as radio and electronics repair or operation of weapons systems. This instructor uses a computer to organize and draft a curriculum that breaks a complex subject into blocks or units of instruction, creates graphics, and integrates them into curriculum. Courses may be instructor based, computer-based, simulator based, interactive, or non-interactive. This instructor also teaches short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses. Job duties also include the following: incorporation of new curriculum in the teaching process (e.g., develops clarification or examples of application related to the subject matter), development and maintenance of classroom techniques that reflect professionalism and good discipline and enhance teaching, development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas, and while acting as the testing officer, the conducting of test analysis and development or revision of test items.

15110 – TEST PROCTOR

The Test Proctor administers safeguards and physically controls a wide variety of tests. This worker may arrange for testing rooms and facilities, and become thoroughly familiar with the Examiner's Manual for the test(s) prior to testing. The Test Proctor issues all materials required for test administration, positively identifies all test takers, observes examinees during the test, conducts a page check of each examination prior to and following administration, may compile student assessment reports, and administer make-up tests in accordance with agency or contractual requirements. Testing materials are controlled items and are handled, stocked, safeguarded, inventoried, and administered in strict compliance with applicable regulations.

15120 – TUTOR

This incumbent tutors students individually or in small groups. She/he may conduct a small amount of formal classroom instruction provided adequate experience is possessed in the subject being tutored. The Tutor does not normally prepare instructional programs or create lesson topic guides, but instead uses existing lesson plans and delivers any formal instruction from existing audio-visual and/or written material prepared by others. This worker may administer examinations or informal tests. This may require familiarity and experience in the field of instruction, but the incumbent can perform the required duties with no college education and approximately 30 to 90 days of training.

16000 – LAUNDRY, DRYCLEANING, PRESSING, AND RELATED OCCUPATIONS

This category includes occupations concerned with receiving, sorting, washing, drying, dry-cleaning, dyeing, pressing, and preparing for delivery of clothes. In addition, a person in any of these occupations uses hand tools, machines, and other devices to fit, cut, sew, rivet, assemble and attach findings to articles such as belts, brief cases, bags, gun covers, and hats.

16010 – ASSEMBLER (Assorter; Distributor; Matcher; Sorter)

This Worker sorts or assembles the various dry-cleaned or laundered garments and other items of each customer's order, matching the articles according to description and identifying number as shown by tracking records.

16030 – COUNTER ATTENDANT (Service Establishment Attendant)

The Counter Attendant (Service Establishment Attendant) performs the following job tasks: receiving clothing articles, examining articles to determine nature of repair and advising customer of repairs, quoting prices and preparing work tickets, sending articles to appropriate departments, returning finished articles to customers and collecting amount due. This Attendant may keep records of cash receipts and articles received and delivered and may sell articles such as cleaner, polish, shoelaces, and accessories.

16040 – DRY CLEANER

Work involves most of the following: knowledge of cleaning processes, fabrics, and colors, placement of sorted articles in drum of cleaning machine, operation of valves to admit cleaning fluids into drum of machine, starting of the drum, allowance of the drum to rotate

until articles are cleaned and removal of articles from machine, and the raining and filtering of cleaning fluid. In addition, the Dry Cleaner may operate an extractor or tumbling machine or place articles in a cabinet dryer.

16070 – FINISHER, FLATWORK, MACHINE

The Flatwork, Machine Finisher performs flatwork-finishing operations by machine. Work involves one or more of the following: shaking out the creases in semi-dry washing to prepare it for the flatwork ironing machine, feeding clean, damp flatwork pieces into the flatwork ironing machine by placing the articles on the feeder rollers, catching or receiving articles as they emerge from the machine and partially folding them.

16090 – PRESSER, HAND

Job duties include the following: pressing articles such as drapes, knit goods, and delicate textiles such as lace, synthetics, and silks to remove wrinkles, flatten seams, and give shape to article all with the use of hand iron. The Hand Presser places article in position on ironing board or worktable, smoothes and shapes fabric prior to pressing, sprays water over fabric to soften fibers when not using steam iron, and adjusts temperature of iron according to type of fabric, using covering cloths to prevent scorching or to avoid sheen on delicate fabrics. The Presser pushes and pulls iron over surfaces of article, employing knowledge relevant to pressing different types of fabrics, fits odd-shaped pieces that cannot be pressed flat over puff iron, and sometimes pins, folds, and hangs article after pressing.

16110 – PRESSER, MACHINE, DRYCLEANING

This Worker smoothes the surfaces of garments, slipcovers, drapes, and other shaped-fabric articles with a pressing machine in order to shape the articles, remove wrinkles, and flatten seams. This person may also operate two presses, loading one while the other is closed.

16130 – PRESSER, MACHINE, SHIRTS

Work for this incumbent includes: operating or tending the operation of one or more of the several types of machines that press shirts, performing such shirt pressing operations as body pressing, bosom pressing, collar and cuff pressing, and/or sleeve pressing.

16160 – PRESSER, MACHINE, WEARING APPAREL, LAUNDRY

The Machine, Wearing Apparel, Laundry Presser operates a machine to press family wearing apparel (T-shirts, socks, shorts) or uniforms and coats from

linen supply and commercial accounts, and may fold and stack finished work or hang garments on rack. Shirt pressers are not to be included in this occupation.

16190 – SEWING MACHINE OPERATOR

Requirements for this job are for one to: operate power sewing machines to sew, alter or repair wearing apparel, linens, blankets and other fabric articles, alter article according to alteration ticket, fitter's pins, chalk marks, or verbal instructions, and locate defects, and repairs article, including ripping of seams and matching sizes and colors of replacement parts. This operator may operate automatic sewing machines, utilizing knowledge of threading machines, winding bobbins, adjusting tension, and oiling parts. Work is reviewed for accuracy, neatness, and to determine if instructions have been followed. The following kinds of work are not covered under this classification: fitting and marking necessary alterations; measuring and cutting materials to make new articles; designing and making articles for special purposes; sewing leather; and using heat-sealing machine to patch articles.

16220 – TAILOR

A Tailor fits, marks, alter and repair clothing, takes measurements from or fits garment to customer to determine type and extent of cutting required, and marks garment accordingly. Job requirements are to: insert or eliminate padding in shoulders, taper seams without distorting the drape and proportions of the garment, re-sew garment using needle and thread or sewing machine, repair or replace defective garment parts such as snaps, zippers, buttons, buckles, pockets, pocket flaps and coat linings, shorten or lengthen sleeves or legs; expands or narrows waist and chest, raises or lowers collar, and sets sleeves to armholes. The Tailor maintains adequate stock of supplies, equipment and working area, and may supervise activities of sewing machine operator or other related workers.

16250 – WASHER, MACHINE (Washman)

A person in this position operates one or more washing machines to wash household linens, garments, curtains, drapes, and other articles. Work involves the following: manipulating valves, switches, and levers to start and stop the machine, control the amount and temperature of water for the lathering and rinsing of each batch; mixing and adding soap, bluing and bleaching solutions, loading and unloading the washing machine, if not done by loaders or un-loaders (pullers), and may make minor repairs to washing machine.

19000 – MACHINE TOOL OPERATION AND REPAIR OCCUPATIONS

This category includes occupations concerned with setting up and operating machine tools, and using hand tools to make or repair (shape, fit, finish, assemble) metal parts, tool, gauges, models, patterns, mechanism, and machines.

19010 – MACHINE-TOOL OPERATOR (TOO-ROOM)

Someone in this position 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. The Machine Tool Operator determines proper feeds, speeds, tooling, and operation sequence or selects those prescribed in drawings, blueprints, or layouts). Work also involves using a variety of precision measuring instruments, making necessary adjustments during machining operation to achieve requisite dimensions to very close tolerances. This worker 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 (Tool room) at the skill level called for in this classification, requires extensive knowledge of machine shop and tool room practice usually acquired through considerable on-the-job training and experience.

19040 – TOOL AND DIE MAKER

The Tool and Die Maker constructs and repairs 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 laying out work according to models, blueprints, drawings, or other written or oral specifications, understanding the working properties of common metals and alloys, selecting appropriate materials, tools, and processes required to complete task, making necessary shop computations, and setting up and operating various machine tools and related equipment. Work for someone in this position also involves using various Tool and Die Maker's hand tools and precision measuring instrument, working to very close tolerances,

heat-treating metal parts and finished tools and dies to achieve required qualities, and fitting and assembling parts to prescribed tolerances and allowances. In general, the Tool and Die Maker's work requires rounded training in machine shop and tool room practice usually acquired through formal apprenticeship or equivalent training and experience.

21000 – MATERIALS HANDLING AND PACKING OCCUPATIONS

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

21020 – FORKLIFT OPERATOR

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

21030 – MATERIAL COORDINATOR

The 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. In this job, the Material Coordinator 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, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified. This Worker may monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records.

21040 – MATERIAL EXPEDITER

The Material Expediter executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.

21050 – MATERIAL HANDLING LABORER

This person will perform 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 (alongshore workers);
6. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

21071 – ORDER FILLER

The 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. This worker 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.

21080 – PRODUCTION LINE WORKER (FOOD PROCESSING)

This position refers to an employee employed in a food processing plant whose duties involve several of the following: loading and unloading commodities from rail cars, trucks, or other conveyances, placing merchandise in proper storage location and transporting the merchandise by hand truck, push-pull, or forklift; blends merchandise ingredients into pre-determined quality by heating, mixing, re-heating, etc. The Production Line Worker monitors blending operation to ensure that finished products meets customer's requirements, monitors flow of product into appropriate container; labels container with identifying information supplied by customer, and places containers into appropriate shipping container. Must have knowledge of various types and sizes of shipping containers and special requirements of customers.

21110 – SHIPPING PACKER

Someone in this position 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.

21130 – SHIPPING/RECEIVING CLERK

The Shipping/Receiving Clerk performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. This incumbent may direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of

goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.

21140 – STORE WORKER I

The Store Worker I will perform the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment, move merchandise by use of non-motorized equipment that is intended for display and resale purposes, include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. This worker will maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates, may determine display or sale requirements from existing inventory, may be required to keep inventory forms of merchandise stocked and merchandise returned to storage, may be required to affix labels to merchandise indicating sale price, item description, or other information, and may be required to offer customer or patron assistance with the location or selection of merchandise.

NOTE: This class excludes any work performed in a warehouse, see warehousing classifications.

21150 – STOCK CLERK (Shelf Stocker; Store Worker II)

The Stock Clerk receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. This worker sorts, or weighs incoming articles to verify receipt of items on requisition or invoice, examines stock to verify conformance to specifications, stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material, fills orders or issues supplies from stock, prepares periodic, special or perpetual inventory of stock, and requisitions articles to fill incoming orders. This worker also

compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments, may mark identifying codes, figures, or letters on articles, may distribute stock among production workers, keeping records of material issued, may make adjustments or repairs to articles carried in stock, and may cut stock to site to fill order.

21210 – TOOLS AND PARTS ATTENDANT (Tool Crib Attendant)

This incumbent receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in an industrial establishment. The Tools and Parts Attendant does the following 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 a brush or spray gun, and may attach identification tags or engrave identifying information on tools and equipment using electric marking tool.

21410 – WAREHOUSE SPECIALIST (Warehouse Worker)

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

NOTE: 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).

23000 – MECHANICS AND MAINTENANCE AND REPAIR OCCUPATIONS

This category includes occupations concerned with maintaining and repairing buildings, grounds, and related facilities; installing, repairing, rebuilding, and

maintaining in efficient operating condition a wide variety of engines and mechanical equipment designed for use in domestics, commercial, industrial, and agricultural activities.

23010 – AEROSPACE STRUCTURAL WELDER

This worker performs fusion welding on aircraft and ground support equipment to a qualified Welding Procedures Specification (WPS), performs structural fusion welding on aerospace parts and components per the requirements of specifications as prescribed by Engineering Drawings and Work Orders. The incumbent is required to read and understand engineering drawings and welding symbols, fabricates manufacture-welded parts from engineering drawing with out direct supervision, performs fusion welding and torch brazing for ground support equipment, ensuring the procedure is completed per the requirements of the national welding and brazing codes and specifications. This welder welds a wide variety of materials such as aluminum, magnesium, alloyed and low alloy steel, stainless steel and nickel alloy steels. The incumbent is required to have knowledge of the materials to select the correct filler materials and shielding gas when generating the Weld Procedure Specification (WPS), and produce flight critical welds and assist in the development process of generating Weld Procedure Specifications as mandated by welding codes and specifications. The Aerospace Structural Welder determines the sequence of welding in order to prevent or reduce the amount of warp to the weld, designs and fabricates weld holding fixtures as necessary to perform individual welding projects, performs pre-heat and post weld stress relief operations, maintains weld records. The incumbent may perform duties as a Qualified Weld Inspector by inspecting own welds and those of less qualified welders, and may perform duties such as training and re-certification in the various welding processes.

23020 – AIRCRAFT MECHANIC (Airframe and Power Plant Mechanic Occupational Base)

This mechanic services, repairs, and overhauls aircraft and aircraft engines to ensure airworthiness. (See Aerospace Structural Welder for employees whose primary duty involves welding.)

23021 – AIRCRAFT MECHANIC I

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

components including rigging, surface controls, and plumbing and hydraulic units, using hand tools, power tools, machines, and equipment such as shears, sheet metal brake, welding equipment, rivet gun, and drills. This worker reads and interprets manufacturers' and airline's maintenance manuals, service bulletins, technical data, engineering data, and other specifications to determine feasibility and method of repairing or replacing malfunctioning or damaged components. This mechanic performs 100-hour, progressive, isochronal, phase, periodic, and other hourly or calendar inspections, examines reciprocating engines for cracked cylinders and oil leaks, and listens to operating engine to detect and diagnose malfunctions, such as sticking or burnt valves, inspects jet engines and components for cracks, corrosion, foreign object damage, burned areas, distortions, security, warping, wear, and missing segments. Inspects jet engine turbine blades to detect cracks, distortion, corrosion, burn-out, security, or breaks, tests engine operation, using testing equipment, such as ignition analyzer, compression checker, distributor timer, ammeter, and jet calibration (Jetcal) tester, to locate source of malfunction. Work involves: replacing or repairing worn or damaged components, such as carburetors, alternators, magnetos, fuel controls, fuel pumps, oil pumps, and engine mounted gearboxes, and compressor bleed valves using hand tools, gauges, and testing equipment; removing engine from aircraft, using hoist or forklift truck, disassembling and inspecting parts for wear, cracks, security, or other defects, and repairing or replacing defective engine parts and reassembles and installs engine in aircraft. Job duties require that this mechanic: adjusts, repairs, or replaces electrical wiring system and aircraft accessories, performs preflight, thru-flight, and post-flight maintenance inspections, performs miscellaneous duties to service aircraft, including flushing crankcase, cleaning screens and filters, greasing moving parts, and checking brakes. This incumbent supervises the jacking and towing of aircraft, enters in the maintenance records description of the work performed and verifies the work was performed satisfactorily, may service engines and airframe components at line station making repairs, short of overhaul, required to keep aircraft in safe operating condition, may specialize in work, repair and modification of structural, precision, and functional spare parts and assemblies, and may specialize in engine repair. This worker may be required to be licensed by Federal Aviation Administration.

23022 – AIRCRAFT MECHANIC II

This mechanic maintains repairs and modifies aircraft structures and structural components of moderate difficulty, maintains and repairs aircraft components

including but not limited to flight controls, engines, hydraulics, pneumatics, fuel systems, and mechanical components, applies technical knowledge of airframe and power plant systems in determining equipment malfunctions and applies required expertise in restoring equipment condition and or operation, and applies comprehensive technical expertise to solve moderate to complex problems by interpreting technical documentation such as; blueprints or manufactures' manuals. Job requirements: must have a thorough knowledge of aircraft mechanical component troubleshooting, repair procedures and replacement of parts, requires broad knowledge of aircraft sheet metal/structural modifications and repair, must have basic knowledge of electrical theory, must have thorough knowledge of aircraft unique tools such as test equipment, torque wrenches, dial indicators, micrometers, sheet metal brakes and sheers. This job requires working knowledge of technical publications. The incumbent receives technical guidance, as required, from supervisor or higher-level technician, will occasionally be required to lead teams through more complex aircraft relevant tasks, and may be required to make entries in aircraft logs and records. Must be able to prioritize workload to maintain schedules on assigned projects.

23023 – AIRCRAFT MECHANIC III

A person in this position does the following; maintains repairs and modifies aircraft structures, structural components and engines of complex to extreme difficulty, maintains and repairs aircraft components including but not limited to flight controls, engines, hydraulics, pneumatics, fuel systems and mechanical components, and applies technical knowledge of airframe and power plant systems in determining equipment malfunctions and applies technical expertise in restoring equipment condition and operation. This worker also applies professional technical expertise and guidance to solve complex problems by interpreting technical data such as blueprints or manufactures' manuals. Work typically requires a thoroughly comprehensive knowledge of aircraft mechanical component troubleshooting/repair procedures and replacement of components, a thorough knowledge of aircraft sheet metal/structural modification and repair and the ability to determine functionality of non-complex electrical systems. A detailed knowledge of aircraft unique tools such as test equipment, torque wrenches, dial indicators, micrometers, cable tensiometers, sheet metal brakes and sheers, etc. is required. The incumbent must possess the experience and ability to provide technical support to structural/mechanical engineers and customers alike, must possess excellent organizational skills in

prioritizing workload to meet aircraft delivery schedule. This worker will be required to make entries in aircraft logs and records, and is responsible for providing guidance and technical expertise to lower level technicians throughout all aircraft modifications and/or maintenance efforts.

23040 – AIRCRAFT MECHANIC HELPER (Airframe and Power plant Mechanic Helper)

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

23050 – AIRCRAFT, PAINTER

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

23060 – AIRCRAFT SERVICER (Airport Utility Worker)

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

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

23080 – AIRCRAFT WORKER

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

23110 – APPLIANCE MECHANIC

The 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. This person

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, and disassembles appliances and examines mechanical and electrical parts. The worker traces electrical circuits, following diagram and locates shorts and grounds, using ohmmeter, calibrates timers, thermostats and adjusts contact points, and cleans and washes parts, using wire brush, buffer, and solvent to remove carbon, grease and dust. This person 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.

23120 – BICYCLE REPAIRER

The Bicycle Repairer does the following job duties: repairs and services bicycles, using power tools and hand tools, tightens and loosens spokes to align wheels, disassembles axle to repair coaster brakes and to adjust and replace defective parts, using hand tools, and adjusts cables or replaces worn or damaged parts to repair hand brakes. This incumbent also performs these tasks: installs and adjusts speed and gear mechanisms, shapes replacement parts, using bench grinder, installs, repairs, and replaces equipment or accessories, such as handle bars, stands, lights, and seats, rubs tubes with scraper and places patch over hole to repair tube. The Bicycle Repairer may paint bicycle frame, using spray gun or brush, weld broken or cracked frame together, using oxyacetylene torch and welding rods, and assemble new bicycles and accessories.

23125 – CABLE SPLICER

A Cable Splicer installs, maintains, repairs, and modifies cable systems. This worker 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, and installs, maintains, and repairs dry air compressors and continuous flow and static pressurization systems. This incumbent 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, and determines course of signal deterioration in voice and data circuits over cable by using test

equipment. This person also interprets compressor meter readings and adjusts controls, and troubleshoots pneumatic and electrical malfunctions in cable air-dryer compressors.

23130 – CARPENTER, MAINTENANCE

The Carpenter, Maintenance performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors. 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, and 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.

23140 – CARPET LAYER

The 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, and transport carpeting to installation site.

23160 – ELECTRICIAN, MAINTENANCE

An Electrician 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.

23180 – ELECTRONICS TECHNICIAN, MAINTENANCE (Occupational Base)

The Electronics Technician, Maintenance maintains, repairs, troubleshoots, modifies and installs various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunication, sonar, and navigational aids); personal and main frame computers and terminals, industrial, medical, measuring, and controlling equipment; and industrial robotic devices. The successful incumbent applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operation, evaluates performance and reliability of prototype or production mode, and recommends changes in circuitry or installation specifications to simplify assembly and maintenance.

23181 – ELECTRONICS TECHNICIAN MAINTENANCE I

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

23182 – ELECTRONICS TECHNICIAN MAINTENANCE II

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

23183 – ELECTRONICS TECHNICIAN MAINTENANCE III

The Electronics Technician Maintenance III applies advanced technical knowledge to solve 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 an understanding of the interrelationships of circuits, exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow, using 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. This position may provide technical guidance to lower level technicians.

23210 – ELEVATOR REPAIRER

The Elevator Repairer repairs and maintains “Automated People Movers” and like named devices used in the transportation of people and materials including, but not limited to elevators, escalators, dumbwaiters, and moving walkways to meet safety regulations and building codes. This worker trouble shoots and determines causes of trouble in brakes, electrical motors, switches, signal and control systems, using computers, test lamps, voltmeters, ammeters, and oscilloscopes, disassembles defective units and repairs or replaces parts such as electrical door locks, cables, electrical wiring and faulty safety devices installs push button control systems, complete control systems, and other devices to modernize automated people mover systems, and cleans and lubricates bearing and other parts to minimize friction.

23220 – ELEVATOR REPAIRER HELPER

The Elevator Repairer Helper assists Elevator Mechanics or Repairers to service and repair “Automated People Movers” and like named devices used in the transportation of people and materials including, but not limited to, elevators, dumbwaiters, and moving walkways to meet safety regulations and building codes. This helper assists in all maintenance or repair functions while under the direct supervision of an Elevator Mechanic or Repairer using mechanic’s hand tools.

23260 – FABRIC WORKER

The Fabric Worker makes, alters, and repairs a variety of fabric articles such as clothing, awnings, tents, gun covers, sleeping bags, parachutes, inflatable shelters, flags, bed linens, and belts. Fabrics include wool, cotton, canvas, nylon, polyester, olefin, metallic fabrics, leatherette, velour, burlap, felt, vinyl, and fabrics made of rubber yarns or plastic filaments. The Fabric Worker takes measurements and makes patterns and layouts, marks, cuts, fits, and sews or cements parts together,

using hand- or power tools and equipment and knowledge of fabrics and construction methods, and may do upholstery work on such items as cushions and vehicle seats.

23290 – FIRE ALARM SYSTEM MECHANIC

The 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, makes needed repairs, and checks pressure gauges on suppression system storage containers and recharges or replaces containers.

23310 – FIRE EXTINGUISHER REPAIRER

The Fire Extinguisher Repairer performs the following duties: 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, this repairer dismantles extinguisher and examines tubings, horns, head gaskets, cutter disks, and other parts for defects, and replaces worn or damaged parts. Using hand tools, this repairer 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, and may install cabinets and brackets to hold extinguishers.

23311 – FUEL DISTRIBUTION SYSTEM MECHANIC

The 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, seals and corrects pumping equipment misalignment, and cleans strainers and filters. This mechanic services water separators, 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. Duties include: cleaning fuel tanks and distribution lines, removing corrosion and repainting surfaces, overhauling vacuum and pressure vents, floating roof seals, hangers, and roof sumps, and maintaining record of inspections and repairs.

23312 – FUEL DISTRIBUTION SYSTEM OPERATOR

The 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; and visually inspects samples of fuel, and checks gravity and flashpoint. This operator 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.

23370 – GENERAL MAINTENANCE WORKER

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

23380 – GROUND SUPPORT EQUIPMENT MECHANIC

The Ground Support Equipment Mechanic diagnoses malfunctions and repairs Ground Support Equipment (GSE), advises and trains lower grade workers on diagnosis and repair of less complex repair/maintenance problems, inspects and approves completed maintenance actions, solves repair problems by studying drawings, wiring diagrams and schematics, and technical publications; uses automated maintenance data systems to monitor maintenance trends, analyze equipment requirements, maintain equipment records, and document maintenance actions, and analyzes, diagnosis, and repairs GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools. This mechanic maintains external fuel and grounding systems, performs scheduled and unscheduled maintenance on GSE, inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, diagnoses mechanical and electronic circuitry malfunctions using visual and auditory senses, test equipment, and technical publications. This work also does the following: disassembles and assembles malfunctioning GSE accessories and components, removes, disassembles repairs, cleans, treats for corrosion, assembles, and reinstalls GSE components and accessories, stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations. This mechanic prepares GSE for storage and mobility deployment; and operates, cleans, inspects, and services GSE towing vehicles. In addition to maintaining vehicle records, this mechanic maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, practices good housekeeping, tool control, Foreign Object Damage prevention, and safety at all times.

23381 – GROUND SUPPORT EQUIPMENT SERVICER

The Ground Support Equipment Servicer inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, prepares Ground Support Equipment (GSE) for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions and maintains external fuel and grounding systems. In

In addition, this worker stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations, operates, cleans, inspects, and services GSE towing vehicles. This worker maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, and practices good housekeeping, tool control, Foreign Object Damage prevention and safety at all times.

23382 – GROUND SUPPORT EQUIPMENT WORKER

The Ground Support Equipment Worker makes repairs to Ground Support Equipment (GSE) following orders of a higher-grade worker, troubleshooting malfunctions of GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools, prepares GSE for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions, maintains external fuel and grounding systems. This worker performs scheduled and unscheduled maintenance on GSE, inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, disassembles and assembles malfunctioning GSE accessories and components. In addition, the Ground Support Equipment Worker removes, disassembles repairs, cleans, treats for corrosion, assembles, and reinstalls GSE components and accessories, stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all State, local, and Federal environmental standards and regulations, operates, cleans, inspects, and services GSE towing vehicles; maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, and practices good housekeeping, tool control, Foreign Object Damage prevention and safety at all times.

23390 – GUNSMITH (Occupational Base)

The Gunsmith can design, fabricate, modify, repair and service foreign and domestic firearms, weapons and accessories. Employee possesses required knowledge in the use of hand tools, machine tools, and other

equipment necessary to perform assigned duties, has the knowledge and skill to design and construct prototype small arms from drawings or customer input. This employee is capable of designing computer prototypes from customer input, has necessary knowledge of munitions and ballistics to accomplish assigned tasks. All required knowledge is typically obtained through technical schools and/or on the job experience. This incumbent plans and conducts training as required.

23391 – GUNSMITH I

The Gunsmith I is responsible to: perform detailed assembly and disassembly of foreign and domestic small arms weapons, including t small arms inspection, maintenance, and minor repairs. This employee possesses knowledge of the tools (i.e., hammers, punches, files, stones, etc.) and gauges needed to perform assigned duties, has limited knowledge in the operation of gun-smiting machinery such as lathes, milling machines, surface grinders, etc., as well as limited knowledge of tooling used with those machines. The Gunsmith I has knowledge of basic shop safety procedures needed to work in a small arms environment, performs support functions for the shop, to include bead blasting and preparing metal parts for refinishing. Other support functions include but are not limited to ammo inventory and residue turn-in, publication and catalogue updates, tool and capital equipment maintenance, calibration control, weapons cleaning and organizational level weapons maintenance. This person may assist primary instructor in conducting Armorer's courses on specific small arms systems.

23392 – GUNSMITH II

In addition to performing all functions of Level I Gunsmith, the level II usually requires attendance at factory Armorer's courses of small arms in the arms room inventory, performs major repairs on foreign and domestic standard and non-standard small arms weapons, can build either custom pistols or rifles with little or no supervision, possesses excellent knowledge of gun-smiting tools and procedures, and possesses moderate knowledge of firearms operating principles and ballistics. This worker has a thorough understanding of firearm operation principles, has a moderate knowledge of internal/external ballistic theories, can fabricate special jigs, fixtures and other special tooling with some supervision, can read and understand blueprint drawings, and can work from those drawings under direct supervision. The Gunsmith II can perform as primary instructor on most standard and non-standard small arms weapon systems. This position may require computer literacy.

23393 – GUNSMITH III

Qualification for this position usually requires attendance at a formal one to two year accredited in-house gun-smithing course, or equivalent work experience. This worker has a thorough understanding of, and can instruct in external/internal and terminal ballistics, can build custom pistols and rifles, as well as other types of weapons systems with no supervision, and has a thorough understanding of machine tools and equipment. In addition, this incumbent can do the following: work from blueprints without supervision, design, fabricate and develop prototype small arms systems from a drawing or form customer input, work to Special Repair Facility Level maintenance, and can design computer prototypes from customer input. The Gunsmith III consults with government officials in all facets concerning the Weapons Department, such as, but not limited to, indoor/outdoor range design, ammunition fundamentals ballistics, weapons mounts, suppressors, optic systems, prototype development and reverse engineering projects, and performs direct supervision and training of subordinate gunsmiths.

23410 – HEATING, VENTILATION, AND AIR-CONDITIONING MECHANIC

The Heating, Ventilation, 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, and installs evaporator unit in chassis or in air-duct system, using hand tools. This mechanic also 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. This worker 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. This mechanic 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, may install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity in warehouses and small factory buildings.

23411 – HEATING, VENTILATION, AND AIR-CONDITIONING MECHANIC

(Research Facility)

The Heating, Ventilation, and Air Conditioning Mechanic (Research Facility) installs, modifies and repairs refrigeration – hermetic, semi-hermetic, mechanical, screw, scroll and centrifugal units to 1100 tons; air conditioning, ventilation; reverse osmosis systems, computer rooms; process coolers; ice machines; evaporative cooling; air compressing and related control systems, including pneumatic, DDC, and building control systems equipment. This person performs difficult installation tasks involving assembly, testing, calibrating, and adjusting of temperature control and environmental control systems such as air conditioning plants, air environmental control systems, air distribution systems and complex dual equipment cooling installations, specialized refrigerated warehouses and facilities, and evaporative mechanical ventilation, and dehumidification systems.

The Heating, Ventilation, and Air Conditioning Mechanic (Research Facility) installs new or repaired component and performs complex modifications of systems and components in accordance with applicable electrical publications and directives, and will maintain and repair specialized laboratory equipment such as fume hoods, de-ionized water systems, bio-clean systems, vacuum systems, cascade refrigeration systems, and laboratory sinks. This mechanic may perform complex repair of systems component such as compressors, condensers, heat pumps regulators, fluid and refrigerant gas lines valves, meters, gages, thermostats, pumps, mechanical linkage, and electrical sensing, switching and controlling devices including pneumatic controls, variable speed drives, digital controlled devices, electronic, hydraulic heating and cooling and economizer systems.

23430 – HEAVY EQUIPMENT MECHANIC

The Heavy Equipment Mechanic analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. This worker operates and inspects

machines or equipment to diagnose defects, dismantles and reassembles equipment, using hoists and hand tools, examines parts for damage or excessive wear, using micrometers and gauges, replaces defective engines and subassemblies, such as transmissions, and tests overhauled equipment to insure operating efficiency. The mechanic welds broken parts and structural members, may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment, and may repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.

23440 – HEAVY EQUIPMENT OPERATOR

The 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, and may grease, adjust and make emergency repairs to equipment.

23460 – INSTRUMENT MECHANIC

The Instrument Mechanic installs, repairs, maintains, and adjusts indicating, recording, telemetering, and controlling instruments used to measure and control variables, such as pressure, flow, temperature, motion, force, and chemical composition, using hand tools and precision instruments. This worker disassembles malfunctioning instruments, examines and tests mechanism and circuitry for defects; troubleshoots equipment in or out of control system and replaces or repairs defective parts, reassembles instrument and tests assembly for conformance with specifications, using instruments, such as potentiometer, resistance bridge, manometer, and pressure gauge; inspects instruments periodically, and makes minor calibration adjustments to insure functioning within specified standards. This mechanic may adjust and repair final control mechanisms, such as automatically controlled valves or positioners, and may calibrate instruments according to established standards.

23465 – LABORATORY/SHELTER MECHANIC

The Laboratory/Shelter Mechanic performs and, on occasion, will work alone performing removal, repair and installation to a variety of items pertaining to rebuilding and the repair of air transport galley laboratories, communications shelters, trailers and vans; this worker removes, repairs or replaces broken screws, bolts riv-nuts, pop rivets, brackets, skids, floors, and

luge, etc. This person fills holes, dents and grooves on the various shelters with filler materials such as Scotch Weld, silastic, and plastic filler, fits positions and attaches patches, removes old and worn gaskets and replaces insuring that gasket is fitted properly to assure water tightness. On occasion, this mechanic removes, makes minor repairs, installs minor appliances, installs the various marking and identifications plates, works with higher-grade employees in providing estimates as to man-hours required to accomplish repairs. On familiar projects, this mechanic works with technical manuals and repair specifications and procedures, properly laying out and installing equipment racks, brackets, tool boards, holding devices, benches, mounts tables, etc. This mechanic removes, repairs and/or replaces filters, blowers and heaters, visually locates defective operating hardware making repairs as required to items such as doors, handles, locks, hinges, fastening devices, etc., and checks all exterior seams for tightness and fit, making repairs as necessary. The Laboratory/Shelter Mechanic works with higher graded employees in performing structural repair, assists higher graded employee in the water test area performing high and low pressure tests and fording tests, performs pull test on shelter lifting eyes according to specifications, and inspects the shelter during these tests watching for any deficiencies. When deficiencies are noted, he/she makes on the spot repair or returns shelter to the line for necessary repair.

23470 – LABORER

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

23510 – LOCKSMITH

The Locksmith installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults.

This worker 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 lock pick in cylinder or opens safe locks by listening to lock sounds or drilling. This worker makes new or duplicate keys, using key cutting machine, changes combination by inserting new or repaired tumblers into lock, and establishes keying systems for buildings.

23530 – MACHINERY MAINTENANCE MECHANIC

The 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. Responsibilities include replacing broken or defective parts with items obtained from stock, and ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs. Duties also include 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.

23550 – MACHINIST, MAINTENANCE

The 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. This incumbent is responsible for the 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.

23580 – MAINTENANCE TRADES HELPER

The 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.

23590 – METROLOGY TECHNICIAN (Occupational Base)

This category includes occupations responsible for the calibration and certifying of electronic and physical/dimensional measuring and test equipment to technical specifications, maintaining traceability to the National Institute of Standards and Technology (NIST).

23591 – METROLOGY TECHNICIAN I

The Metrology Technician I will do most or all of the following: calibrate and certify electronic and physical/dimensional measuring and test equipment to technical data specifications, maintaining traceability to the NIST, US Department of Commerce or by reference to natural constants. This person will utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, accuracy and precision requirements, troubleshoot, align, and repair malfunctioning measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics. This worker inspects measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, and will document results of measurements and calibrations on calibration certificates.

23592 – METROLOGY TECHNICIAN II

The Metrology Technician II independently determines and performs operations required to calibrate and certify electronic and physical/dimensional measuring and test equipment, maintaining traceability to the National Institute of Standards and Technology (NIST), US Department of Commerce, or by reference to natural constants. The incumbent will utilize calibration methods and techniques based on principles of measurement science, technical analysis of measure-

ment problems, and accuracy and precision requirements. The Metrology Technician II identifies magnitude of error sources contributing to uncertainty of results to determine reliability of measurement process in quantitative terms, diagnoses and repairs malfunction in complex measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics to the component level. This worker provides training to apprentice technicians on metrology principle, resolving technical problems, and complicated electronic theory. This worker will inspect measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, analyze and interpret results of measurements and calibrations using mathematical formulas, and document results of measurements and calibrations on calibration certificates and calibration correction charts.

23593 – METROLOGY TECHNICIAN III

The Metrology Technician III will independently determine and perform operations required to calibrate and certify electronic and physical/dimensional measuring and test equipment, maintaining traceability to the National Institute of Standards and Technology (NIST), US Department of Commerce, or by reference to natural constants. This Worker assess and utilize calibration methods and techniques based on principles of measurement science, technical analysis of measurement problems, and accuracy and precision requirements, analyzes magnitude of error sources contributing to uncertainty of results and/or test accuracy ratios to determine reliability of measurement process in quantitative terms. The Incumbent will recommend substitution of standards or measuring equipment if required, diagnose and repair malfunctions in complex measuring and test equipment using theories of operation, block diagrams, schematics, logic trees, and software diagnostics to the component level. The Metrology Technician III will provide training to apprentice and journeyman technicians on metrology principle, resolving technical problems, and complicated electronic theory, implement quality control plan, identify nonconformities, analyze and interpret trends; recommend corrective actions, investigate and identify root causes of problems. The Metrology Technician III interprets engineering drawings, schematic diagrams, or formulas to determine quality and reliability standards, inspects measuring and test equipment for preventive maintenance, cleanliness, and safety requirements, analyzes and interprets results of measurements and calibrations using mathematical formulas and authenticate calibration certificates for measurements and calibrations and calibration correction charts.

23640 – MILLWRIGHT

The Millwright installs new machines or heavy equipment, and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves most of the following: planning and laying out work; interpreting blueprints or other specifications, using a variety of hand tools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity, aligning and balancing equipment, selecting standard tools, equipment and parts to be used, and installing and maintaining in good order power transmission equipment such as drives and speed reducers. In general, the Millwright's work normally requires a rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.

23710 – OFFICE APPLIANCE REPAIRER

The Office Appliance Repairer repairs and services office machines, such as adding, accounting, calculating machines and typewriters, using hand tools, power tools, micrometers and welding equipment. This worker operates machine to test moving parts and to listen to sounds of machines to locate causes of trouble, disassembles machine and examines parts, such as gears, guides, rollers, and pinions for wear and defects, using micrometers, repairs, adjusts, or replaces parts, and cleans and oils moving parts. This person may give instructions in operation and care of machines to machine operators, or assemble new machines.

23760 – PAINTER, MAINTENANCE

The 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. This person 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.

23790 – PIPEFITTER, MAINTENANCE

The Pipefitter, Maintenance installs or repairs water, steam, gas or other types of pipe and pipefitting. 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. This person is responsible for 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.

23810 – PLUMBER, MAINTENANCE

The 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. This worker inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe, and locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors. This worker 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. The Plumber, Maintenance assembles and installs valves, pipefittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic. This person joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and caulks 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. This person repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains, and may weld holding fixtures to steel structural members.

23820 – PNEUDRAULIC SYSTEMS MECHANIC

The 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, and modifies, repairs or disassembles and overhauls systems or components.

23850 – RIGGER

A 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. The Rigger also 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, and may direct workers engaged in hoisting machinery and equipment into ships.

23870 – SCALE MECHANIC

The Scale Mechanic installs, calibrates, and repairs weighing scales, using hand tools, power tools, and standard test weights, moves scale into position, using hoists and rollers, inserts shims between scale base and foundation to level scale, secures scale to foundation, using hand tools. This worker tests scale, using certified weights, and adjusts pivots, dial settings, and pendulums to ensure that weight indication meets legal specifications, turns setscrews to adjust spring scales disassembles scales and repairs or replaces worn or damaged parts, such as pivots and bearings. This worker straightens, cleans, and repaints structural parts of scale, and may install, adjust and repair electronically controlled scales.

23890 – SHEET-METAL WORKER, MAINTENANCE

The 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 train-

ing and experience usually acquired through a formal apprenticeship or equivalent training and experience.

23910 – SMALL ENGINE MECHANIC

The Small Engine Mechanic repairs fractional-horsepower gasoline engines used to power lawnmowers, garden tractors, and similar machines, using hand tools, locates causes of trouble, dismantles engines, using hand tools, and examines parts for defects, replaces or repairs parts, such as rings and bearings, cleans and adjusts carburetor and magneto, starts repaired engines and listens to sounds to test performance.

23930 – TELECOMMUNICATIONS MECHANIC (Occupational Base)

The Telecommunications Mechanic installs, removes, tests, troubleshoots, programs, maintains, and repairs voice and non-voice communications systems including intercom and public address systems, alarm systems, digital switching equipment, miscellaneous telephone, radio, fire alarms, intrusion alarms and compute data circuits, and related apparatus required in central switching office.

23931 – TELECOMMUNICATIONS MECHANIC I

The Telecommunications Mechanic I installs, removes, maintains, modifies, troubleshoots, and repairs voice and/or non-voice communications systems, including intercom and public address systems, alarm systems, teletype equipment, and electronic and electro-mechanical telephone key systems/PBAXs; terminal and communications equipment, including line drivers. This mechanic runs cables, key cables, or house wire to all telephone sets, terminal connectors, lugs, pins, or screws, associated with key telephone equipment and/or terminating equipment for non-voice circuits.

23932 – TELECOMMUNICATIONS MECHANIC II

The Telecommunications Mechanic II installs, tests, troubleshoots, programs, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, miscellaneous telephone, radio, fire alarms, intrusion alarms, and computer data circuits and related apparatus required in the central switching office. This worker analyzes system failures and other unusual system occurrences to isolate the source of the problem and determine whether the failure is caused by software, hardware, or other factors. Employees in this position maintain manual and/or computerized central office records, including detail records, traffic analysis records, cable records, line records, subscriber service records, and spare parts inventories.

23950 – TELEPHONE LINEMAN

This occupation includes jobs that involve installing, and repairing aerial and underground communications lines and auxiliary equipment such as conduits, insulators, and poles. The work does not require completing line connections.

23960 – WELDER, COMBINATION, MAINTENANCE

This incumbent 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. This worker 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. This worker may locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch, may perform repairs only and be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.

NOTE: Employees welding aircraft and ground support equipment should be classified as an Aerospace Structural Welder.

23965 – WELL DRILLER

This incumbent sets up and operates portable drilling rig (machine and related equipment) to drill wells, extends stabilizing jackscrews to support and level drilling rig, moves levers to control power-driven winch that raises and extends telescoping mast. This person bolts trusses and guy wires to raise mast and anchors them to machine frame and stakes, and assembles drilling tools, using hand tools or power tools. The Well Driller moves levers and pedals to raise tools into vertical drilling position and lowers well casing (pipe that shores up walls of well) into well bore, using winch, moves levers and pedals and turns hand wells to control reciprocating action of machine and to drive or extract well casing. This employee pumps water into well to facilitate drilling by cooling drill bit and removing drillings, listens to sounds of drilling machine and feels cable or brake to determine drilling conditions and to identify variations such as entering new strata or striking rock, moves levers to adjust stroke and impact of cable tool drilling machine or changes drill bits of rotary drilling machine to fit changing conditions, and

replaces drill bit with tool to collect samples of earth or rock being penetrated. This worker examines samples to determine nature of strata encountered or submits samples to laboratory for analysis, records drilling progress and geological data, and splices worn or broken cable. This incumbent may sharpen bits by heating them in forging furnace and hammering edges on anvil, build up worn drill bits by arc welding, tempering bits in furnace, and by quenching them in water, retrieve lost equipment from bore holes, using specialized retrieval tools and equipment, may fabricate well casings, or restore wells to active production.

23970 – WOODCRAFT WORKER

The Woodcraft Worker makes and repairs high-grade wooden items such as fine cabinets and furniture, studies blueprints or drawings of articles to be constructed or repaired, and plans sequence of cutting or shaping operations to be performed. This worker marks outline or dimensions of parts on paper or lumber stock, according to blueprint or drawing specifications, matches materials for color, grain, or texture, sets up and operates woodworking machines, such as power saws, jointer, mortiser, tenoner, molder, and shaper, to cut and shape parts from woodstock. This worker trims component parts of joints to insure snug fit, using hand tools, such as planes, chisels, or wood files; bores holes for insertion of screws or dowels by hand or using boring machine, glues, fits, and clamps parts and subassemblies together to form complete unit using clamps or clamping machine, and drives nails or other fasteners into joints at designated places to reinforce joints. This worker sands and scrapes surfaces and joints of articles to prepare articles for finishing, may dip, brush, or spray assembled articles with protective or decorative materials, such as stain, varnish or paint, and may install hardware, such as hinges, catches, and drawer pulls.

23980 – WOODWORKER

The Woodworker constructs and repairs items such as boxes, crates, pallets, and storage bins from wood and wood substitutes, studies specifications; and measures, marks, and cuts boards, using patterns, templates, ruler, pencil, and hand and power saws. This worker fastens or installs parts, using hammer, nailing machine, or power staple, repairs defective containers by replacing damaged parts, inserts wood bracings, cardboard files, and felt pads in containers. This incumbent may build crate around object, using ruler, hand tools, and pneumatic nailer, may fabricate, repair, modify, and replace woodwork on vehicle sides and beds, apply preservative to prolong wood life, and may pack, seal, band, and apply markings to crates and containers.

24000 – PERSONAL NEEDS OCCUPATIONS

This category includes occupations concerned with cutting and styling hair; shaping, cleaning and polishing fingernails, applying cosmetics, caring for and providing support services for children and adults.

24510 – BARBER

A Barber provides customers with barbering services, cuts, blow-dries, trims, and tapers hair, using clippers, comb, blow-drier, and scissors. This person applies lather and shaves beard or shapes hair contour (outline) on temple and neck, using razor, performs other tonsorial services, such as applying hairdressings or lotions, dyeing, shampooing, singeing, or styling hair, and massaging face, neck, or scalp. The Barber records service charge on ticket, and may sell lotions, tonics, or other cosmetic supplies.

24540 – BEAUTICIAN (Cosmetologist)

A Beautician provides beauty services for customers, analyzes hair to ascertain condition of hair, applies bleach, dye or tint, using applicator or brush, to color customer's hair and scalp with water, liquid soap, dry powder, or egg, and rinses hair with vinegar, water, lemon, or prepared rinses. This employee massages scalp and gives other hair and scalp-conditioning treatments for hygienic or remedial purposes, styles hair by blowing, cutting, trimming and tapering, using clippers, scissors, razors, and blow-drier, suggests coiffure according to physical features of patron and current styles, or determines coiffure from instructions of patron. The Beautician applies water or waving solutions to hair and winds hair around rollers, or pin curls and finger waves hair, sets hair by blowing dry, natural-set, or presses hair with straightening comb. This incumbent suggests cosmetics for conditions, such as dry or oily skin; applies lotions and cream to customer's face and neck to soften skin and lubricate tissues, performs other beauty services, such as massaging face or neck, shaping and coloring eyebrows or eyelashes, removing unwanted hair or retain curls or waves in hair and waving or curling hair, and cleans, shapes, and polishes fingernails and toenails.

24570 – CHILD CARE ATTENDANT

This incumbent organizes and leads activities of children in nursery schools, day care centers, and similar organizations, receives children from parents, noting any special instructions parents may provide, helps children remove outer garments, prepares play materials and ensures that play areas, equipment and toys are safe and sanitary, supervises play periods, organizes and participates in games, reads to children,

distributes toys and play materials, and teaches children simple painting, drawing, handwork, songs and similar activities. This worker attends to physical needs of children, assists them to develop self-help skills, helps children to develop habits of caring for own clothing and picking up and putting away toys and books, and maintains discipline. Work includes the following: consoling upset or distressed children, directing rest periods, preparing and serving meals or snacks. The Childcare Attendant eats with children and observes food intake and needs of children, teaches table manners, and clears tables, ensures that children remain clean, and that each child leaves with parent or authorized individual. This worker may wash, dry, fold, and store bed linens, blankets and diapers.

24580 – CHILD CARE CENTER CLERK

This incumbent performs clerical and administrative support duties in childcare center that provides dependent care and preschool programs, enrolls children in day care and preschool programs, assists parents in completing enrollment forms, receives and confirms reservations by telephone, and assigns children to rooms. This clerk ensures space is available for regular and hourly patrons, greets patrons and helps children make transition to center environment, and remains alert to detect early signs of distress, abnormal behavior, or suspected illnesses or diseases in children. This clerk keeps enrollment records, ensures that enrollment forms including immunization records are updated, as necessary, compiles hourly and daily registration reports, compiles records of children who will be present for meals and snacks, advises cook of meal requests, updates reservation records, labels children's belongings, and ensures that parents fill out daily information or medication forms, if needed. This clerk collects fees for all aspects of center operation, calculates and posts all changes to patron's accounts, and balances total with control records, prepares and safeguards cash receipts in accordance with applicable directives, prepares daily cashier's report per office guidelines, prepares daily activity report and, as required, a consolidated activity report, keeps daily attendance report. Orders and distributes supplies, and arranges meetings. The Childcare Center Clerk makes appointments for director or other staff members, greets and screens callers who contact the center either in person or by telephone and answers questions concerning such matters as fees and tuition; computes staff/child ratios and advises director when additional staff is needed, maintains lounge and work area in a clean and orderly manner, and contacts parents when a child becomes ill or injured. This clerk informs parents of incidents and prepares incident reports for parents'

signatures, may open center in the morning and close it at night, and may serve as Child Care Attendant.

24610 – CHORE AIDE

The Chore Aide provides basic housekeeping services in homes of elderly or disabled adults, cleans house, apartment, or room in accordance with instructions provided in service plan prepared by supervisor and to satisfy client to extent possible, using devices normally found in private homes, including brooms, light mops, dust cloths, vacuum sweepers, and washing machines and dryers for laundry. Specific cleaning tasks include sweeping, mopping and/or vacuuming floors, dusting furniture, wiping counter tops and stove tops, defrosting refrigerators, removing trash, and cleaning metal and porcelain bathroom fixtures. This aide makes beds and changes linens, does laundry; goes grocery shopping following a prepared grocery list, prepares meals, and runs errands.

24620 – FAMILY READINESS AND SUPPORT SERVICES COORDINATOR

This incumbent develops and implements a family support program. Provides support to families impacted by Aerospace Expeditionary Force (AEF) and other long and short-term mobilization assignments, communicates with families, involving them in activities that will assist during separation, and identifies family issues and demographic trends. This worker establishes and maintains formal agreements and relationships with Federal, State, and local aid agencies, as well as an informal network with charitable, religious and human service group to establish deliver and promote family support and readiness, and projects long-term family readiness and support plans and resource needs.

24630 – HOMEMAKER

The Homemaker advises family in private home in how to deal with problems, such as those concerning nutrition, cleanliness, and household utilities, advises and assists family members in planning nutritious meals, purchasing and preparing foods, and utilizing commodities from surplus food programs. This person assists the head of household in training and disciplining children, assigns and schedules house-keeping duties to children according to their capabilities. The Homemaker also encourages parents to take interest in children's schoolwork and assists them in establishing good study habits, explains fundamental hygiene principles and renders bedside care to individuals who are ill, and trains other family members to provide required care, participates in

evaluating needs of individuals served, and confers with a caseworker to plan for continuing additional services.

24710 – NAIL TECHNICIAN

The Nail Technician provides clients with a complete understanding of proper nail care, educating the client regarding shape, cleanliness, color, and length of nails, and advises the client of the best nail type to choose which will benefit the client most. The Nail Technician provides nail sculpturing services to clients, and provides the following nail services: basic and French manicure, hot oil manicure, hand paraffin, polish change, acrylic set, acrylic fills, artificial nail removal, nail repair (each), pedicure, foot paraffin, spa pedicure with paraffin, hair removal (basic waxing) of eyebrows, lip, and chin.

25000 – PLANT AND SYSTEM OPERATION OCCUPATIONS

This category includes occupations concerned with operating water and sewage treatment plants, gas plants, power plants, stationary engines and related equipment, chemical plants, and petroleum plants. The occupations are concerned with minute-by-minute operation and not with marketing, supplies, personnel, and other non-operating activities.

25010 – BOILER TENDER

The 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. This incumbent 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.

25020 – BRIDGE TENDER

Bridge Tenders ensure that the drawbridge opens promptly and safely, considering both vehicular and marine traffic, and that operating machinery is maintained in a serviceable condition.

25040 – SEWAGE PLANT OPERATOR (Wastewater Treatment Plant Operator)

This incumbent 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. This worker 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, and may collect sewage sample, using dipper or bottle and conduct laboratory tests, using testing equipment, such as colorimeter. This person may operate and maintain power-generating equipment to provide steam and electricity for plant.

25070 – STATIONARY ENGINEER

The Stationary Engineer operates and maintains one or more systems that 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. This engineer 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 are 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.

25190 – VENTILATION EQUIPMENT TENDER

This incumbent 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, adjust vents and ducts, records

gauge readings, and repairs completed, and time lost because of inoperative equipment. This worker 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 chucks 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.

25210 – WATER TREATMENT PLANT OPERATOR

This position controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. This person operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant and 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. This person 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 panel board and adjusts controls to regulator flow rates, loss of head pressure and water elevation and distribution of water. This operator 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. Work includes dumping chemicals such as alum into tanks to coagulate impurities and reduce acidity, recording data, such as residual content of chemicals, water turbidity, and water pressure. This operator may operate portable water-purification plant to supply drinking water, and purify wastewater from plant preparatory to pumping water into rivers and streams or city mains.

27000 – PROTECTIVE SERVICE OCCUPATIONS

This category includes occupations concerned with providing protection against fire, fighting fires, and detecting fire hazards; maintaining law and order to protect individuals and property, directing and controlling traffic and maintaining order in court; and guarding property to prevent illegal entry, fire, theft, and vandalism, to ensure safety of people.

27004 – ALARM MONITOR

The 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, and scans status charts and computer screen to determine units available. This worker 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. This worker types commands on computer keyboard to update files and maintain logs, tests communications and alarm equipment, and backup systems to ensure serviceability. The Alarm Monitor may provide pre-arrival instructions to caller, utilizing knowledge of emergency medical techniques, and activate alarm system to notify fire stations.

27006 – BACKGROUND INVESTIGATOR

The Investigators travel nationwide, including U. S. Territories, to perform background investigations on applicants, employees, and contractor employees. Investigators travel to the applicant's former schools, residences, places of employment, etc. At these places, the investigators will interview references, relatives, neighbors, friends, co-workers, and other sources to acquire background information regarding the subject person. They will also compile data from written information found in schools, and employment records. Upon completion, the investigator will compile all the data into a report and submit it to the government. This investigator may be required to perform these duties in other U.S. Territories such as the Virgin Islands or Puerto Rico.

27007 – BAGGAGE INSPECTOR

The Baggage Inspector inspects/screens all passenger baggage and personnel prior to tenting passenger terminal, uses x-ray machine, metal detectors and explosive residue detection equipment, and inspects personnel and/or baggage manually, if required. This inspector is responsible for ensuring that passengers and personnel entering the terminal do not possess unauthorized material such as weapons, explosives, etc. This person communicates with law enforcement personnel if unauthorized material is discovered, or in case of emergency. This worker conducts facility observations to ensure the safety of personnel inside and outside the facility by walking through the building ensuring that there are no obvious threats, unusual

situations or suspicious activities, and notifies the proper authorities if such situations occur. The Baggage Inspector may perform routine testing and maintenance of screening equipment.

27008 – CORRECTIONS OFFICER

The Corrections Officer maintains order among inmates in a prison or local jail, performs routine duties in accordance with established policies, regulations, and procedures to guard and supervise inmates in cells, at meals, during recreation, and on work assignments, and may employ weapons or force to maintain discipline and order. Typical duties include taking periodic inmate counts, searching inmates and cells for contraband articles, inspecting locks, windows bars, grills, doors, and grates for tampering, aiding in prevention of escapes and taking part in searches for escaped inmates, and escorting inmates to and from different areas for questioning, medical treatment, work and meals. The Corrections Officer may act as outside wall guard, usually on rotation.

Excluded are:

1. Workers receiving on-the-job training in basic correctional activities.
2. Positions responsible for providing counseling or rehabilitation services to inmates.

27010 – COURT SECURITY OFFICER

This incumbent patrols courthouse to provide security, escorts defendants to and from courtroom, and stands guard during court proceedings, checks courtroom for security. Assignments include not only the monitoring of entrances to the court, but also attention to the special needs of the court system, particularly in the area of personal protection for the judges, jurors, witnesses, attorneys and other persons involved with the court, including the general public. Duties require specialized training in methods and techniques of protecting security areas. This incumbent is required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

27030 – DETECTION DOG HANDLER

The Detection Dog Handler utilizes a trained explosives or narcotic detection dog to conduct searches and inspections of structures, objects, ships and watercraft, aircraft and open areas, works with canine partner to maintain control and develop skills. This handler may require canine and kennels support including the grooming and feeding canine partner, and use of two-way radio communication devices, cellular phones, communications devices and other devices as necessary

to communicate. This worker maintains a log, written reports and canine and handler records, and may perform duties in a uniform or in civilian clothes.

27040 – DETENTION OFFICER

The Detention Officer performs various duties related to detention, safeguarding, security and escort of violators of immigration laws, exercises surveillance over detainees, and maintains order and discipline, attends to sheltering, feeding, and physical well being of detainees, and counseling of alien detainees on personal matters. This worker guards detainees at deportation or exclusion hearings, recognizes potentially hazardous health, safety, security, or discipline problems, supervises voluntary work details, and encourages participation in organized recreational activities.

27070 – FIREFIGHTER

The Firefighter controls and extinguishes fires. They may drive vehicle to scene of fire following predetermined route, or selecting alternate route when necessary. This worker positions vehicle considering such factors as wind direction, sources of water, hazards from falling structures, and location of armaments or aircraft, operates pumps, foam generators, boom and ground sweeps nozzles, and other similar equipment, uses a variety of special protective gear in situations where poisonous gases, radioactive materials, and hazardous biological products are involved. The Firefighter determines proper pressures for the distances to be pumped and the number of lines being used. When operating a crash truck, this incumbent maneuvers the vehicle to keep the fire in optimum range while ensuring that backflash will not occur, maintains a constant awareness of water levels in self-contained tanks and warns handline and rescue man when tanks are close to running dry. This worker performs daily preventive maintenance inspection of vehicle and equipment, minor maintenance such as oil changes, replacing packing in pumps, and draining and flushing tanks, and otherwise ensuring that all equipment is in usable condition.

27100 – GUARD (Occupational Base)

This guard protects property from theft or damage, or persons from hazards or interference. Duties involve serving at a fixed post, making rounds on foot or by motor vehicle, or escorting persons or property. This worker may be deputized to make arrests, and may help visitors and customers by answering questions and giving directions. This person may be required to demonstrate proficiency in the use of firearms and other

special weapons and continuing physical fitness. For wage study purposes, Guards are classified as follows:

27101 – GUARD I

This guard carries out detailed instructions and procedures primarily oriented to insure that emergencies and security violations are readily discovered, and reported to appropriate authority. The primary duty is to observe and report security and emergency situations. This guard intervenes directly only in situations which require minimal action to safeguard property or persons. Duties require minimal training and physical fitness standards.

27102 – GUARD II

The Guard II enforces regulations and procedures designed to prevent breaches of security, exercises judgment and uses discretion in responding to incidents and emergencies, determining whether to intervene directly, ask for assistance as time permits, keep situation under control or surveillance, or to report incident or situation to the appropriate authority for handling. Duties require specialized training in methods and techniques of protecting controlled areas. Commonly, the Guard II is required to demonstrate proficiency with firearms and other special weapons, and to meet rigorous physical fitness standards.

27130 – POLICE OFFICER (Occupational Base)

The Police Officer enforces laws established for the protection of persons and property, by detaining, arresting, interrogating, and incarcerating suspected violators, and appearing as a witness at trials. Work is performed in uniform or civilian clothes, and officers are typically armed.

Excluded are:

1. Supervisory positions.
2. Criminal investigators.
3. Police detectives and specialists performing duties above those described for Police Officer II.
4. Positions requiring the operation of aircraft.
5. Police academy cadets and positions receiving on-the-job training and experience in basic police activities.

27131 – POLICE OFFICER I

This officer carries out general and specific assignments from superior officers in accordance with established rules and procedures, maintains order, enforces laws and ordinances, and protects life and

property in an assigned patrol district or beat by performing a combination of duties. These duties could include patrolling a specific area on foot or in a vehicle, directing traffic, issuing traffic summonses, investigating accidents; apprehending and arresting suspects, processing prisoners, and protecting scenes of major crimes. This officer may participate with detectives or investigators in conducting surveillance operations.

27132 – POLICE OFFICER II

In addition to the basic police duties described at Level I, the Police Officer II receives additional compensation to specialize in one or more activities, such as canine patrol, special reaction teams, juvenile cases, hostage negotiations, and participating in investigations or other enforcement activities requiring specialized training and skills.

27210 – SINGLE POINT ENTRY MONITOR

This incumbent greets and screens individuals desiring entry into pre-boarding staging areas, operate x-ray and other screening equipment, monitors screens, and physically checks passengers for forbidden articles, identifies prohibited articles, immediately notifies supervisor if detected, and responds to audible alarms. This monitor logs suspected violations, conducts routine maintenance and adjustment of monitoring equipment. The Single Point Entry Monitor will maintain accurate records, and may perform loading and unloading zone and short-term overdue checks as part of the interior and exterior surveillance.

28000 – RECREATION OCCUPATIONS

This category includes occupations concerned with the operation of carnival, recreational activities and sports facilities and activities, maintenance of recreational material and equipment, officiating of organized athletic contests and meets, and health and fitness center facilities and activities.

28041 – CARNIVAL EQUIPMENT OPERATOR

This operator works under supervision of carnival contractor who checks performance for safety, reliability and attentiveness, operates and maintains amusement rides such as roller coasters, ferris wheels, pony rides, etc., sets up and prepares amusement rides for use by the public, accepts ticket as tender for rides, performs other duties as assigned.

28042 – CARNIVAL EQUIPMENT REPAIRER

This incumbent works under the supervision of carnival contractor who checks performance for safety,

reliability and attentiveness repairs amusement rides such as roller coasters, ferris wheels, car rides, etc., checks set up of amusement rides for safety and thoroughness, and performs other duties as assigned.

28043 – CARNIVAL WORKER

The Carnival Worker works under supervision of carnival contractor, receives change fund from supervisor and signs appropriate hand receipts, rings sales on cash register, collects admission fee/tickets as tender for participation in/on amusement rides and sideshows, etc. This worker makes necessary change. Accounts for cash issued at beginning of tour, and receipts for sales, refers unusual problems to supervisor, may conduct internal performance checks for carnival's compliance to contract specifications, and performs other duties as assigned.

28210 – GATE ATTENDANT/GATE TENDER

Gate Attendant duties include but are not limited to opening and closing the park entrance gate, posting shelter reservations, issuing entrance passes and brochures, handling emergency communications for ranger and/or medical services, disseminating information to and answering questions from the public regarding park rules, available facilities, etc. All attendant interaction with the public shall be performed diplomatically, courteously, and promptly.

28310 – LIFEGUARD

The Lifeguard monitors activities at swimming pool to prevent accidents and to provide assistance to swimmers, maintains order in pool and pool areas, rescues swimmers in danger of drowning and administers first aid, inspects facilities for cleanliness, cleans pool and pool areas, including bathhouse, determines chlorine content and pH value of water using water testing kit, and records readings. This person may check in and out items such as towels and personal items, may conduct or officiate at swimming meets, and may give swimming instruction.

28350 – PARK ATTENDANT (AIDE)

This incumbent assists in operation of state or national parks, monument, historic site, or recreational areas, performing a combination of clerical and other duties. This attendant greets visitors at facility entrance, hands out informational pamphlets, maps, explains regulations, and other information concerning camping and visiting the facility. The Park Attendant assigns campground or recreational sites, collects fees, fills out camping and visitor permits, and maintains register of campers and visitors, maintains campgrounds and other

areas, cautions visitors against infractions of rules, and reports all disturbances and problems to superior officer or as a last resort to local law enforcement officers. This attendant replenishes firewood, and assists in maintaining camping and recreational areas in clean and orderly condition, and conducts tours of premises and answers visitors' questions when stationed at historic park, site or monument. The Park Attendant operates projection and sound equipment and assists in presentation of interpretive programs, provides simple first aid treatment to visitors injured on premises, and assists persons with more serious injuries to obtain appropriate medical care, and participates in carrying out fire-fighting or conservation activities. This worker assists other workers in activities concerned with restoration of buildings and other facilities, or excavation and presentation of artifacts when stationed at historic or archeological site, keeps a record of all complaints and criticisms of park facilities, and reports maintenance items to superior.

28510 – RECREATION AIDE/HEALTH FACILITY ATTENDANT

Accepts reservations, collects fees, hands out towels, checks out equipment, maintains records of material used, number of patrons and other required information for operation of the facility. May prepare individual exercise records including measuring and patrons exercise objectives. Demonstrates proper use of equipment. May monitor exercise areas, sauna, steam rooms, whirlpool and dressing areas to ensure compliance with facility rules.

28515 – RECREATION SPECIALIST

The Recreation Specialist plans, organizes, and directs comprehensive public and voluntary recreation programs at recreation building, indoor center, playground, playfield, or day camp. This person studies and analyzes recreational needs and resources, oversees and assigns duties to staff, interprets recreation programs and their philosophy to individuals and groups through personal participation and staff assignments, and schedules maintenance and use of facilities.

28630 – SPORTS OFFICIAL

The Sports Official officiates at competitive games or other sporting events such as baseball, basketball, football, soccer, softball, swimming, and volleyball, performing one or more of the following tasks: starting competition, race or other event and controls progress of event according to established rules. This official observes actions of participants to detect infractions of the rules, and cautions or penalizes offenders, gives

rulings on disputable matters, inspects game equipment and playing surfaces to ensure safety of players and officials. This worker keeps records such as scores, duration of races and finishing positions, depending on type of event, and postpones or forfeits games due to misconduct or inclement weather.

28690 – SWIMMING POOL OPERATOR

The Swimming Pool Operator operates and maintains swimming pool and auxiliary equipment, fills pool and tests water for proper chlorine content, regulates feeders and puts in prescribed amounts of soda ash and chlorine according to specific instructions to purify water, checks heating and pumping equipment, and adjusts or makes minor repairs using mechanic's hand tools. This operator changes chlorine tanks, as required, removes leaves and other debris from water, using net, cleans bottom and sides of pool, using such aids as underwater vacuum cleaner, hose, brush, detergent, acid solution, and sander. Inspects and replaces loose or damaged tile, cleans and repairs filter system. Reports emergencies or unusual malfunctions to superior, and prepares report of materials used and work performed.

29000 – STEVEDORING/LONGSHORMEN OCCUPATIONAL SERVICES

This category includes: occupations concerned with longshoremen and related terminal/warehouse and ship export and import cargo, services of seagoing vessels, to include dangerous and hazardous items, loading/unloading boxed, crated, wrapped and palletized freight from/to ships at dockside to various types of transportation devices. These devices include trucks, trailers, vans, boxcars, flat cars, sea vans on wheeled chassis, roll on/roll off and other wheeled metal containers.

29010 – BLOCKER AND BRACER

The 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. This worker 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. This worker constructs temporary trestles, decking, bulkheads,

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

29020 – HATCH TENDER

The Hatch Tender signals Winch Operator (water trans.) to transfer cargo from dock to ship's hold or from ship's hold to dock, observes workers attaching or detaching slings to or from loads to determine moment for signaling, waves arms to indicate ready signal for transfer of cargo, and may alternate jobs with Winch Operator.

29030 – LINE HANDLER

The Line Handler secures and removes ship's docking lines to and from dock, catches lines heaved from ship attempting to dock, drags lines to bitts on dock and slips eye of mooring lines over bitts, removes lines from bitts when ships depart, and may drive vehicle to pull in docking lines.

29040 – STEVEDORE (Occupational base)

The Stevedore loads and unloads ship's cargo, carries or moves cargo by hand truck to wharf and stacks cargo on pallets or cargo boards to facilitate transfer to and from ship, may operate material handling equipment, such as power winch, grain trimmer, crane, and lift truck, to transfer cargo into or from ship and about dock area.

29041 – STEVEDORE I

The Stevedore I loads and unloads ships' cargos, carries or moves cargo by hand truck to wharf and stacks cargo on pallets or cargo boards to facilitate transfer to and from ship, stacks cargo in transit shed or in hold of ship as directed by Header, and attaches and moves slings used to lift cargo. This worker guides load being lifted to prevent swinging and shores cargo in ship's hold to prevent shifting during voyage. May be called longshoreman or may be designated according to area in which work is performed as stevedore, dock; stevedore, front; stevedore, hold.

29042 – STEVEDORE II

The Stevedore II operates material handling equipment, such as power winch, grain trimmer, crane, and lift truck, to transfer cargo into or from ship and about dock area, operates crane or winch to load or unload cargo, such as automobiles, crates, scrap, and steel beams, using hook, magnet, or sling attached in accordance with signals from other workers. This worker moves controls to start flow of grain from spouts of grain trimmer, stopping flow and repositioning spout over

each hatch when previous hatch is filled. The Stevedore II drives lift truck along dock or aboard ship to transfer bulk items, such as lumber, pallet-mount machinery, and crated products within range of winch, drives tractor to transfer loaded trailers from warehouse dockside, and may position and fasten hose lines to ships' cargo tanks when loading or unloading liquid cargo, such as animal fats, vegetable oils, molasses, or chemicals. This worker may perform variety of manual duties, such as lashing or shoring cargo aboard ship, attaching slings, hooks, or other lifting devices to winch for loading or unloading, and signaling other workers to move, raise, or lower cargo, and may direct activities of cargo gang consisting of Stevedore I. This worker may also be called longshoremen.

30000 – TECHNICAL OCCUPATIONS

This category includes occupations concerned with providing technical assistance to engineers and scientists in both laboratory and production activities as well as occupations concerned with independently operating and servicing technical equipment and systems. Characteristic of occupations in this category is the requirements for a knowledge of scientific, engineering, and mathematical theories, principles and techniques that are less than full professional knowledge but which, nevertheless, enables the technician to understand how and why a specific device or system operates. The technician solves practical problems encountered in fields of specialization, such as those concerned with development of electrical and electronic circuits, and establishment of testing methods for electrical, electronic, electromechanical, and hydro-mechanical devices and mechanisms. Work involves the application of engineering principles in solving design, development, and modification problems of parts or assemblies for products or systems, and application of natural and physical science principles to basic or applied research problems in fields, such as metallurgy, chemistry, and physics. The technician may perform technical procedures and related activities independently. Workers with the title of Technician who are concerned primarily with maintenance and repair are classified with Mechanics and Maintenance and Repair Occupations.

30010 – AIR TRAFFIC CONTROL SPECIALIST, CENTER

This position controls traffic of aircraft operating within a designated sector of airspace between centers and beyond airport terminal areas while en route along airways and over certain oceanic routes. This worker utilizes constant radar surveillance to issue speed, altitude and directional instructions to pilots for purpose

of keeping aircraft properly separated. The incumbent also provides approach control service to aircraft going into certain airports within a center's assigned area. The type of control exercised, the procedures and techniques employed, and the equipment utilized in the air traffic control centers are similar to those used in the terminals (see Air Traffic Control Specialist, Terminal).

30011 – AIR TRAFFIC CONTROL SPECIALIST, STATION

This incumbent receives and transmits flight plans, meteorological, navigational, and other information in air traffic control station to perform preflight and emergency service for airplane pilots, accepts flight plans from pilots in person or by telephone and reviews them for completeness. This specialist routes plans for operating under instrument flight rules to control center and for operating under visual flight rules to station in vicinity of destination airport, using radio, teletype, radiotelephone, radiotelegraph, telephone, or interphone, and provides meteorological, navigational, and other information to pilots during flight, using radio. This Air Traffic Control Specialist relays traffic control and other instructions concerned with aircraft safety to pilots, radios such information as identifying landmarks, beacons and available landing fields to pilots in flight, maintains file of plans for operating under visual flight rules until completion of flight, and contacts facilities along route of flight to secure information on overdue aircraft. This worker reports lost aircraft to control center for rescue or local emergency services, monitors such radio aids to navigation as range stations, fan markers and voice communication facilities, and notifies air personnel of availability of these facilities, and maintains written records of messages transmitted and received.

30012 – AIR TRAFFIC CONTROL SPECIALIST, TERMINAL

This incumbent controls air traffic on and within vicinity of airport according to established procedures and policies to prevent collisions and to minimize delays arising from traffic congestion. This worker answers radio calls from arriving and departing aircraft and issues such landing and takeoff instructions and information as runway to use, wind velocity and direction, visibility, taxiing instructions, and pertinent data on other aircraft operating in vicinity. This specialist transfers control of departing flights to and accepts control of arriving flights from air traffic control center, using telephone or interphone, alerts airport emergency crew and other designated personnel by radio or telephone when airplanes are having flight difficulties. The worker pushes buttons or pulls

switches to control airport floodlights and boundary, runway, and hazard lights, and scans control panel to ascertain that lights are functioning, operates radio and monitors radarscope to control aircraft operating in vicinity of airport. The specialist also receives cross-country flight plans and transmits them to air traffic control center, signals aircraft flying under visual flight rules, using electric signal light or flags, may control cross-runway traffic by radio directions to guards or maintenance vehicles, and may keep written record of messages received from aircraft.

30020 – ARCHEOLOGICAL TECHNICIAN (Occupational Base)

This class provides technical support to professional Archeologist, utilizing a basic understanding of anthropological and archeological field techniques in connection with locating, testing and evaluating cultural resource sites, conducts pre-field office research, field surveys, and site testing, using a variety of reference materials. These worker interview with source individuals, aerial photographs and technical instruments, search areas of proposed projects for evidence of historic and re-historic archeological remains, and determine exact locations of sites and marks them on maps and aerial photographs.

30021 – ARCHEOLOGICAL TECHNICIAN I

Under the direct supervision of archaeological crew chiefs and under the general supervision of field director/project, the Archeological Technician I performs unskilled and semi-skilled tasks at archaeological field sites. This person assists crew chief in activities associated with the excavation of project areas and found features, walks over project searching for archaeological materials such as historic and prehistoric remains, excavates, screens, back-fills excavated areas, assists in preparation of sketch maps and forms, and field photography, conducts simple surveys using compass, topographical map and aerial photographs. This worker determines the exact locations of sites and marks them on maps and/or aerial photographs, records information on archeological site survey form and prepares simple reports, and cleans, packages, and labels artifacts recovered from inventories and excavations and assists in the flotation of soil samples.

30022 – ARCHEOLOGICAL TECHNICIAN II

Under the general supervision of field director/project, this archaeologist, performs skilled tasks, conducts hand excavations, completes plan and profile maps of excavated units, and completes standard feature and level forms, screens soils to recover artifacts. This

technician performs flotation of soil samples, walk over, and shovel testing, catalogs, packages and labels archaeological artifacts, maintains field equipment and supplies, and conducts inventories of cultural resources in areas of proposed projects. This incumbent researches reference material such as state and national register files, historic documents, archeological reports, maps and aerial photos, and interviews source individuals concerning project areas, performs on-the-ground area searches for surface and subsurface evidence of historic and prehistoric archeological remains. This technician identifies and records historic and prehistoric cultural resource sites prepares Archeological Reconnaissance Reports (AARFs) and maps, and ensures that archeology work assignments are carried out in safe, timely manner according to established standards and procedures. This technician maintains the Archeological Reconnaissance schedule by estimating and reporting and expected time of completion of each project and updating the project planning board, reviews work in progress to see that standards for pre-field research, survey design, site recording, graphics and final report are being met, and advises other employees on methods of cultural resource inventory. This worker also provides written instructions, research materials and supplies to all involved in planning and operation of natural resource activities.

30023 – ARCHEOLOGICAL TECHNICIAN III

This incumbent serves as lead archeological technician, under the general supervision of field directory/project archaeologist, and performs skilled tasks at archaeological field sites; conducts hand excavations, completes plan and profile maps of excavated units, and completes standard feature and level forms, screens soils to recover artifacts. This technician performs flotation of soil samples and shovel testing, packages and labels archaeological artifacts, and maintains field equipment and supplies. This technician conducts inventories of forest cultural resources in areas of proposed forest service projects, researches reference materials such as state and national register files, historic documents, and archeological remains. Identifies and records historic and prehistoric cultural resource sites, and prepares Archeological Reconnaissance Reports (AARs) and maps. The incumbent ensures that archeology work assignments are executed in a safe, timely manner according to established standards and procedures, maintains the Archeological Reconnaissance schedule by estimating and reporting an expected time of completion of each project. This worker updates the project planning board, and reviews work in progress to see that standards for pre-field research, survey design, site recording, graphics and

final report are being met. This technician advises other employees on methods of cultural resource inventory, provides written instructions, research materials and supplies to all involved in planning and operation of natural resource activities, and provides site recording and implements field data strategies. This technician also provides leadership to at least three lower graded Archeological Aids or Technicians. Leadership responsibilities are regular and recurring and occupy about 25 percent of the work time. As crew leader, this technician assures the work assignments of employees are carried out, assigns tasks, monitors status, and assures timely accomplishment of workload, instructs employees in special tasks and job techniques, checks work in progress and amends or rejects work not meeting established standards, and reports employee performance, progress, etc., to supervisor.

30030 – CARTOGRAPHIC TECHNICIAN

This incumbent provides technical assistance to professional Cartographers in connection with the construction or revision of maps and charts. Work involves the solution of technical problems that require primarily the application of a practical knowledge of the methods and techniques by which maps and charts are constructed. The Cartographic Technician performs any, or a combination of duties such as: collecting, evaluating and selecting source materials, compiling information from source materials and developing a plan for using the information in accordance with product specifications. Duties could involve obtaining reliable measurements of earth's surface features such as elevations and distances from photographs by using photogram metric techniques and equipment, using drafting tools and automated equipment to make maps and charts, assembling aerial photographs into mosaics, and reviewing and editing map and chart manuscripts.

30040 – CIVIL ENGINEERING TECHNICIAN

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

fabrication, and water control projects. This work involves performing duties as described under Drafter, and calculating dimensions, profile specifications, and quantities of materials such as steel, concrete, and asphalt, using calculator.

30060 – DRAFTER/CAD OPERATOR (Occupational Base)

The Draft/CAD Operator performs drafting work manually or using a computer, requiring knowledge and skill in drafting methods, procedures, and techniques, prepares drawings of structures, facilities, land profiles, water systems, mechanical and electrical equipment, pipelines, duck systems, and similar equipment, systems, and assemblies. Drawings are used to communicate engineering ideas, design, and information. This operator uses recognized systems of symbols, legends, shadings, and lines having specific meanings in drawings.

Excluded are:

1. Designers using technical knowledge and judgment to conceive, plan, or modify designs;
2. Illustrators or graphic artists using artistic ability to prepare illustrations;
3. Office drafters preparing charts, diagrams, and room arrangements to depict statistical and administrative data;
4. Cartographers preparing maps and charts primarily using a technical knowledge of cartography;
5. Positions below level I; workers in these trainee positions either trace or copy finished drawings under close supervision or, receive instruction in the elementary methods and techniques of drafting; and
6. Supervisors.

Positions are classified into levels based on the following definitions.

30061 – DRAFTER/CAD OPERATOR I

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

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

30062 – DRAFTER/CAD OPERATOR II

This operator prepares various drawings computer models of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and CAD techniques and a working knowledge of the terms and procedures of the occupation. The Draft/CAD Operator II makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings or computer models may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches, computer models or specifications that clearly depict the desired product. Typical assignments include:

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

This operator prepares complete sets of complex drawings or computer models that include multiple

views, detail drawings, and assembly drawings. Drawings or models include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. The Draft/CAD Operator works from sketches, computer models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. This operator selects required information from computer programs, and internet sites, precedents, manufacturers' catalogs, and technical guides. This operator independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include:

1. Prepares complete sets of drawings of test equipment to be manufactured from layouts, models, or sketches. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, this operator describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment.
2. 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.
3. 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.
4. Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design.

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

30064 – DRAFTER/CAD OPERATOR IV

This operator works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. This incumbent assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced, exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, this worker may occasionally interpret general designs prepared by others to complete minor details, may provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

30080 – ENGINEERING TECHNICIAN (Occupational Base)

To be covered by these definitions, employees must meet all of the following criteria: Be able to provide semi-professional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment.

Excluded are:

1. Production and maintenance workers, including workers engaged in calibrating, repairing, or maintaining electronic equipment (see Maintenance Electronics Technicians);
2. Model Makers and other craft workers;
3. Quality Control Technicians and Testers;
4. Chemical and other non-engineering laboratory technicians;
5. Civil Engineering Technicians and Drafters;
6. Positions (below Level I) which are limited to simple tasks such as: measuring items or regular shapes with a caliper and computing cross-sectional areas; identifying, weighing, and marking easy-to-identify items; or recording simple instrument readings at specified intervals; and engineers required to apply a professional knowledge of engineering theory and principles.

30081 – ENGINEERING TECHNICIAN I

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

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

30082 – ENGINEERING TECHNICIAN II

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

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

30083 – ENGINEERING TECHNICIAN III

The Engineering Technician III performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with instructions. This

technician performs at this level one or a combination of such typical duties as:

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

30084 – ENGINEERING TECHNICIAN IV

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

1. Developing or reviewing designs by extracting and analyzing a variety of engineering data, applying conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. (Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts).
2. Conducting tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures,

preparing and operating equipment, recording data, measuring and recording problems of significant complexity that sometimes require resolution at a higher level, and analyzes data and prepares test reports.

3. Applying methods outlined by others to limited segments of research and development projects, constructing experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary and recording and evaluating data and reports findings.

30085 – ENGINEERING TECHNICIAN V

This technician performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project, selects and adapts plans, techniques, designs, or layouts, contacts personnel in related activities to resolve problems and coordinate the work, reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches. Completed work is reviewed for technical adequacy and satisfaction of requirements. This incumbent may train and be assisted by lower level technicians, and performs one or a combination of the following:

1. Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results.
2. From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements that are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.
3. Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.

30086 – ENGINEERING TECHNICIAN VI

This technician independently plans and accomplishes complete projects or studies of broad scope and complexity, or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters. Completed work is reviewed for compliance with overall project objectives. This worker may supervise or train and be assisted by lower level technicians, and performs, one or a combination of the following:

1. Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment).
2. Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system.
3. Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.
4. Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.

30090 – ENVIRONMENTAL TECHNICIAN

The 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. This worker 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. This worker 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, semi-processed or processed water, industrial waste water, or water from other sources to assess pollution problem, and collects soil, silt, or mud to determine chemical composition and nature of pollutants. This worker 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.

This worker 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, and may specialize in one phase or type of environmental pollution or protection and be identified according to specialty.

30110 – FOREIGN LANGUAGE TRANSLATOR

The Foreign Language Translator translates to English from a variety of language sources, including but not limited to print and audio. Complete knowledge of language must provide translator with a wide range of standard and non-standard terminology and an understanding of dialects and jargon. This worker must be able to comprehend slang and colloquial expressions in translating both technical and non-technical materials; must idiomatically translate repetitive material in specialized areas, including documents, reports, and general correspondence, in full or summary form, and provide supplemental research when necessary. Some interpreting will be required. This worker must ensure that the final translation communicates the accurate meaning of the original transcribed document and conform as closely as possible to the format of the source document. Translation must use accepted standard English grammar in attaining clarity and a faithful rendition of the original source's meaning. Translation requires treatment of conventional problems and situations using established translating practices and principles. This translator must possess the ability to make independent determinations concerning accuracy and thoroughness

of the translation, and will often report to supervisory translator yet must be able to function independently.

30130 – INTERPRETER (Sign Language)

The Interpreter (Sign Language) interprets for deaf and hearing impaired persons, is skilled in interpreting rapid-fire conversations, provides translation between spoken and manual (sign language) communication, translates spoken material into sign language for understanding of deaf, and interprets sign language of deaf into oral or written language for hearing individuals or others not conversant in sign language. The Interpreter may translate television news and other broadcast for deaf viewers.

30210 – LABORATORY TECHNICIAN (Laboratory Tester)

The Laboratory Technician (Laboratory Tester) performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials and substances for purposes such as quality control, process control, product development, or determining conformity to specifications. This incumbent sets up and adjusts laboratory apparatus, and operates grinders, agitators, centrifuges, ovens, condensers, and vibrating screens to prepare material for testing according to established laboratory procedure. This worker performs physical tests on samples of cement or raw materials and controls quality of materials and mix during manufacturing process. Work involves running tests of the following: raw materials, such as aggregate, limestone, and sand, for such qualities as permeability, load-bearing capacity, or cohesiveness; dry and liquid substances used as ingredients in adhesives, propellants, lubricants, refractories, synthetic rubber, paint, paper, and other compounds for purity, viscosity, density, absorption or burning rate, melting point, or flash point, using viscometer, torsion balance scale, and pH meter; solutions used in processes, such as anodizing, waterproofing, cleaning, bleaching, and pickling, for chemical strength, specific gravity, or other specifications; materials for presence and content of elements or substances, such as hydrocarbons, manganese, natural grease or impurities, tungsten, sulfur, cyanide, ash or dust, and samples of manufactured products, such as cellophane or glassware, to verify conformity with heat resistance, tensile strength, ductibility, and other specifications, and examines materials, using microscope. The Laboratory Technician (Laboratory Tester) records test results on standard forms, writes test reports describing procedures used, and prepares graphs and charts, cleans and sterilizes

laboratory apparatus, may prepare chemical solutions according to standard formulae, and may add chemicals or raw materials to process solutions or product batches to correct deviations from specifications.

30240 – MATHEMATICAL TECHNICIAN

The Mathematical Technician applies standardized mathematical formulas, principles, and methodology to technological problems in engineering and physical sciences in relation to specific industrial and research objectives, processes, equipment, and products. They confer with professional, scientific, and engineering personnel to plan project, analyzes raw data recorded on magnetic tape, punched cards, photographic film or other media, and select most practical and accurate combination and sequence of computational methods using algebra, trigonometry, geometry, vector analysis and calculus to reduce raw data to meaningful and manageable terms. This technician selects most economical and reliable combination of manual, mechanical, or electronic data processing methods and equipment consistent with data reduction requirements, modifies standard formulas to conform to data processing method selected, translates data into numerical values, equations, flow charts, graphs or other media, analyzes processed data to detect errors. This worker may operate card punching or sorting machines, calculators, or data processing equipment.

30360 – PARALEGAL/LEGAL ASSISTANT (Occupational Base)

The Paralegal/Legal Assistant performs a variety of legal assistance duties in an office providing legal assistance to attorneys or litigation teams. The Paralegal Assistant analyzes the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings, conducts research for the preparation of legal opinions on matters of interest; performs substantive legal analysis of requests for information under the provisions of various acts; or other similar legal support functions which require discretion and independent judgment in the application of specialized knowledge of laws, precedent decisions, regulations, agency policies, and judicial or administrative proceedings. Such knowledge is less than that represented by graduation from a recognized law school and may have been gained from formalized, professionally instructed agency, educational institution training, or from professionally supervised on-the-job training. While the paramount knowledge requirements of this occupational class are legal, some positions may also require a practical knowledge of subject matter areas related to the agency's substantive programs.

30361 – PARALEGAL/LEGAL ASSISTANT I

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

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

30362 – PARALEGAL/LEGAL ASSISTANT II

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

1. Reviews case materials to become familiar with questions under consideration;
2. Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents;
3. Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law;
4. Interviews potential witnesses and prepares summary interview reports for the attorney's review;
5. Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage;
6. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits;
7. Verifies citations and legal references on prepared legal documents;
8. Prepares summaries of testimony and depositions;

9. Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.

30363 – PARALEGAL/LEGAL ASSISTANT III

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

1. Analyzes and evaluates case files against litigation worthiness standards;
2. Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney;
3. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys;
4. Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity;
5. Interviews relevant personnel and potential witnesses to gather information;
6. Reviews and analyzes relevant statistics;
7. Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation;
8. Consults with statistical experts on reliability evaluations;
9. May testify in court concerning relevant data.

30364 – PARALEGAL/LEGAL ASSISTANT IV

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

1. Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law;
2. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information;
3. Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence;
4. Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns;

5. Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation;
6. Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems, including computer information systems;
7. Interviews potential witnesses for information and prepares witnesses for court appearances;
8. Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results;
9. Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files;
10. May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

30390 – PHOTO-OPTICS TECHNICIAN

The Photo-Optics Technician sets up and operates photo-optical instrumentation to record and photograph data for scientific and engineering projects, operates and calibrates photo-optical equipment according to formalized procedures, maintenance manuals, and schematic diagrams, operates test equipment and performs analysis of data for engineering and scientific personnel. The Photo-Optic Technician may install and calibrate optical and photographic data collection equipment in missiles, aircraft, weaponry, weather or communication satellites, underwater devices, or other installations, may evaluate adequacy of data obtained to determine need for future changes in instrumentation, and may modify existing equipment and participate in planning and testing modified equipment and instrumentation procedures.

30410 – TAX PREPARER

The Tax Preparer conducts tax interviews for the purpose of preparing complete, accurate tax returns, provides tax information, correctly determines the fee for each return prepared in accordance with the schedule of charges, and properly utilizes the telephone

to maximize the number of new and returning clients, corrects all errors on returns, completes required administrative forms, deposits all monies received on the day of collection in the bank according to company's instructions, checks returns, and assembles returns for delivery to client. .

30411 – TAX PREPARER (SENIOR)

The Tax Preparer (Senior) is responsible for client relations. In this capacity, the tax preparer ensures that company policy is being executed, ensures that the office is opened and closed correctly, that all tax office personnel are working their scheduled hours as required, there is a proper inventory of supplies available, and that all tax office personnel are following the office procedures and client service programs correctly. The worker ensures that completed returns are checked according to policy, tax returns errors are being promptly and properly handled, and cleanliness and proper office appearance is being maintained. The Tax Preparer Sr. ensures that there is proper implementation of the training programs, that all personnel are properly attired, that tax preparers receive tax information, that tax reference materials are available and used by tax preparers if necessary, that completed returns are being assembled and given to clients, provides on-the-job training when needed, and prepares tax returns.

30460 – TECHNICAL WRITER (Occupational Base)

Under general supervision, the Technical Writer writes and edits technical reports, brochures, and/or manuals for internal documentation, customer reference, or publication. This person researches and analyzes available literature and verifies copy with appropriate departments, and may coordinate production and distribution of materials.

30461 – TECHNICAL WRITER I

The Technical Writer I revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating

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

30462 – TECHNICAL WRITER II

In this capacity, the Technical Writer revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details. This worker accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.

30463 – TECHNICAL WRITER III

The Technical Writer III develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment, receives assignment from supervisor, observes production, developmental, and experimental activities

to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. The Technical Writer III studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This worker may perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. This incumbent may specialize in writing material regarding work methods and procedures.

30490 – UNEXPLODED ORDNANCE (UXO) TECHNICIAN (Occupational Base)

The Unexploded Ordnance (UXO) Technician will provide technical support and set standards for UXO personnel conducting ordnance response projects, perform reconnaissance, classification, disposing, transporting, storage of UXO complying with Federal, State and local laws, will perform risk-hazard analysis and maintenance and operator checks on all team equipment, and will plan and supervise range clearance operations.

30491 – UNEXPLODED ORDNANCE (UXO) TECHNICIAN I

The Unexploded Ordnance (UXO) Technician I will perform the following tasks: assist in performing reconnaissance and classification of UXO identification of U.S. and foreign guided missiles, bombs and bomb fuses, projectiles and projectile fuses, grenades and grenade fuses, rockets and rocket fuses, land mines and associated components, pyrotechnic items, military explosives and demolition materials. Work also requires that the incumbent perform location of subsurface UXO using military and/or civilian magnetometers, assists in performing excavation procedures on buried UXO, perform operator

maintenance of military and/or civilian magnetometers. This technician will locate surface UXO using visual means, and assist in the following: transporting and storing UXO and demolition materials, preparing non-electric firing system for an UXO disposal operation, and preparing electric firing system for an UXO disposal operation disposing of ammunition/explosives by burning. This worker is responsible for disposing of ammunition/explosives by detonation, assisting in the operation of a personnel decontamination station, wear appropriate personal protective equipment in contaminated areas, and assist in the inspection of salvage UXO-related material and erection of UXO-related protective works.

30492 – UNEXPLODED ORDNANCE (UXO) TECHNICIAN II

The Unexploded Ordnance (UXO) Technician II will perform: reconnaissance and classification of UXO, identification of U.S. and foreign guided missiles, bombs and bomb fuses, projectiles and projectile fuses, grenades and grenades fuses, rockets and rocket fuses, land mines and associated components, pyrotechnics, military explosives and demolition materials. This technician will locate subsurface UXO using military and/or civilian magnetometers, perform excavation procedures on buried UXO by manual and mechanical means, and perform operator maintenance of military and/or civilian magnetometers. This technician will also locate surface UXO using visual means, operate motor vehicle transporting UXO, prepare an on-site safe holding area for UXO, perform storage of UXO and demolition materials and prepare an UXO disposal site; prepare non-electric firing system for an UXO disposal operation, electric firing system for an UXO disposal operation, and a detonating cord firing system. The technician will dispose of UXO/explosives by burning and/or detonation, operate a personnel decontamination station, and wear appropriate personal protective equipment in contaminated areas. This worker will inspect salvage UXO-related material, erect UXO-related protective works, determine a magnetic azimuth using a lensatic compass, perform field expedient identification procedures to ID explosive-contaminated soil, perform emergency leak seal and packaging of chemical warfare material, and use radiographic (x-ray) equipment.

30493 – UNEXPLODED ORDNANCE (UXO) TECHNICIAN III

In this capacity, the technician will perform the following: reconnaissance and classification of UXO; identification of U.S. and foreign guided missiles, bombs and bomb fuses, projectiles and projectile fuses,

grenades and grenade fuses, rockets and rocket fuses, land mines and associated components, pyrotechnic items, military explosives and demolition materials. The incumbent will supervise the location of subsurface UXO using military and/or civilian magnetometers, the excavation and recovery of subsurface UXO, construction of UXO-related protective works and the location of surface UXO by visual means. Work involves transporting and storing UXO assuring compliance with Federal, State, and local laws; disposal of UXO by burning/detonation, preparation of an UXO disposal site, and preparation of an on-site safe holding area for UXO.

This incumbent will determine UXO-related storage compatibility, prepare an explosive storage plan, supervise donning and doffing of personal protective equipment; operation of a personnel decontamination station; maintenance and operator checks on all team equipment, prepare UXO related administrative reports according to standard operating procedures, and conduct daily team safety briefing. This worker supervises the segregation of UXO-related scrap from non-UXO related scrap, safe handling procedures, team preventive medicine and field sanitation procedures, perform risk hazard analyses, interpret x-ray of UXO, supervise field expedient identification procedures to ID explosive contaminated soil, the determining of a magnetic azimuth using a lensatic compass, and emergency leak sealing and packaging of chemical warfare material.

30494 – UNEXPLODED (UXO) SAFETY ESCORT

The UXO Escort is responsible for the safe escort of non-UXO qualified personnel who are not directly involved in specific UXO clearance site work, but have activities to perform within restricted/exclusion areas. Such personnel may include, but are not limited to contractor personnel involved in the UXO cleanup, cultural visitors, surveying personnel, equipment operators, archaeologists, conservationists, geologists, news media, visiting Government personnel, and other personnel as directed. The UXOS escort ensures safety during the transit of persons being escorted by scanning visually in the immediate path of the escorted party, and redirecting the party as necessary to avoid unexploded ordnance and other hazards. The escort function involves hazard recognition and avoidance only, not the execution of UXO search or clearance actions. This position requires UXO training qualifications.

30495 – UNEXPLODED (UXO) SWEEP PERSONNEL

The Unexploded (UXO) Sweep Personnel assist UXO personnel in the clearance of UXO, operating only

under the direct working supervision of qualified UXO specialist and/or UXO supervisory personnel. They conduct visual and/or instrumented UXO search activities in the field and operate ordnance detection instruments and similar equipment, remove UXO fuse remnants, fragments and related debris only after such items have been positively identified, inspected and verified as safe to handle by a qualified UXO specialist. Sweep personnel are not involved in the execution of explosive operations. This position requires site and job specific contractor training, but does not require UXO qualifications.

30620 – WEATHER OBSERVER, COMBINED UPPER AIR OR SURFACE PROGRAMS (Meteorological Technician)

This position takes, records and disseminates rawinsonde and surface observations, and completes forms in accordance with Federal Meteorological Handbooks and instructions provided by the National Weather Service as follows: prepares balloon, radiosonde and ground equipment for flight, performing pre-release checks and monthly optical comparative flights to ensure proper calibration of equipment, and makes surface observations periodically and as required, special and local observations. This worker documents rawinsonde observation of atmospheric pressure, temperature, relative humidity, wind direction, and speeds aloft, using automatic methods, obtains data of cloud height, wind transmissive atmospheric pressure, and precipitation from autographic records. The incumbent performs rawinsonde observations, utilizing semi-automatic methods when automatic radio theodolite equipment fails, and observes, evaluates and codes flight data, performs prescribed quality control checks, and notifies personnel of problem areas, and disseminates observations by National Weather Service/Federal Aviation Administration approved systems. Federal Aviation Administration Contract Weather Observers do not perform upper air soundings. For wage study purposes, workers concerned only with upper air observation programs may be classified as follows:

30621 – WEATHER OBSERVER, SENIOR (Meteorological Technician, Senior)

This position is responsible for all administrative matters including record keeping, documentation, equipment accountability, and training. This worker manages the technical, administrative and personnel functions of the facility, takes, records and disseminates rawinsonde and surface observations, and completes forms in accordance with Federal Meteorological Handbooks and instructions provided by the National

Weather Service as follows: prepares balloon, radiosonde and ground equipment for flight, performing pre-release checks and monthly optical comparative flights to ensure proper calibration of equipment, and makes surface observations periodically, as well as special and local observations. This incumbent documents rawinsonde observation of atmospheric pressure, temperature, relative humidity and wind direction and speeds aloft, using automatic methods, obtains data of cloud height, wind transmissive atmospheric pressure, and precipitation from autographic records. Performs rawinsonde observations, utilizing semi-automatic methods when automatic radiotheodolite equipment fails, and observes, evaluates and codes flight data. This person is responsible for an active quality control system with a procedure for notifying personnel of problem areas. Each observer is responsible for checking his/her observations before dissemination. This incumbent disseminates observations by National Weather Service/Federal Aviation Administration approved systems. Federal Aviation Administration Contract Weather Observers do not perform upper air soundings.

31000 – TRANSPORTATION/MOBILE EQUIPMENT OPERATION OCCUPATIONS

This category includes occupations concerned with the operation and operational maintenance of self-propelled transportation and other mobile equipment used to move materials or passengers, including airplanes, motor vehicles, and trains.

31010 – AIRPLANE PILOT

The Airplane Pilot pilots airplane to transport passengers, mail, and freight, or for other purposes such as crop dustings, spraying fields with seeds, fertilizers, or pesticides, photographing areas of the earth's surface for mapping and other photogram metric purposes, dropping cargo, fire retardant, and smoke jumpers. The pilot reviews load weight, fuel supply, weather conditions, flight route, and schedule, orders changes in fuel supply, load, route, or schedule to insure safety of flight, checks gauges to verify that oil, hydraulic fluid, fuel quantities, and cabin pressure are at prescribed levels prior to starting engines, starts engines and taxis airplane to runway. This pilot sets brake and accelerates engines to verify operational readiness of components, such as superchargers, carburetor-heaters, and controls, contacts control tower by radio to obtain takeoff clearance and instructions, and releases brakes and moves throttles and hand and foot controls to take off and control airplane in flight. This incumbent pilot's airplane to destination adhering to flight plan and regulations and procedures of Federal Government,

company and airport, logs information, such as time in flight, altitude flown, and fuel consumed. This incumbent must hold Commercial Pilot's Certificate issued by Federal Aviation Administration, may instruct students or pilots in operation of aircraft, pilot airplane over pipelines, train tracks, and communications systems to detect and radio location and nature of damage, and may pilot single, twin, and multi-engine planes.

31020 – BUS AIDE

The Bus Aide assist drivers and passengers to maintain safe and orderly travel, may monitor students to maintain order on school buses, assist passengers in boarding the bus, and assist in the transportation of medical patients and disabled persons.

31030 – BUS DRIVER

The 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, and reports delays or accidents. The Bus Driver records cash receipts and ticket fares, may make repairs and change tires, may inspect bus and check gas, oil, and water before departure, load or unload baggage or express checked by passengers in baggage compartment; transports pupils between pickup points and school, and may drive diesel or electric powered transit bus to transport passengers over established city route.

31043 – DRIVER/COURIER

The Driver/Courier drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies, may occasionally transport office personnel and visitors, perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. The Driver Courier may obtain receipts for articles delivered and keep a log of items received and delivered, and deliver items to offices and departments within an establishment.

31051 – FLIGHT ENGINEER

The Flight Engineer applies knowledge and skills concerned with all primary aircraft systems critical to the performance of the aircraft, inspects the aircraft prior to takeoff for defects such as fuel or oil leaks and malfunctions in electrical, avionics, onboard computers, hydraulic or pressurization systems according to

preflight checklist, and inspects aircraft interior, and exterior to include engines, fuselage and control surfaces for mechanical and structural soundness and proper operation to determine aircraft airworthiness. As applicable, this worker loads flight data into computers, entering present position and aligning all inertial platforms on an aircraft without a navigator position, verifies passenger and cargo distribution and amount of fuel to ensure that weight and balance specifications are met, reviews aircraft maintenance documentation and ensures maintenance status complies with command operating restrictions and flight manual. This worker coordinates with aircraft maintenance personnel to ensure availability of aircraft, determines takeoff, in-flight and landing data based on terrain, runways, and weather conditions and aircraft weight/configuration. This engineer will assist pilot with engine starting and ground operations, and advises on engine performance and computes critical speeds and time/distance checks including the ability to extract course data and calculate estimated time of arrival. The engineer monitors departure procedures, routing and altitude clearances, and is responsible for assisting the pilot in the operation of primary aircraft systems (propulsion, airframe, electrical, hydraulic, environmental, aerial delivery and air defense systems). During all aircraft operations, the engineer monitors engine and aircraft system performance, analyzes instrument readings and identifies abnormal indications or system malfunctions, adjusts aircraft engine controls in-flight to ensure proper aircraft performance, and observes warning indicators and lights for fire, overheat, depressurization, radar and other systems as required by the flight manual.

This incumbent operates built-in-test and trouble shooting systems, records fuel consumption, range, and in-flight performance data, and maintains records and forms covering fuel consumption and engine performance, flights, repairs, maintenance, inspections and service. This engineer accomplishes simultaneous, multiple aerial refueling operations including the knowledge and skill to operate the aerial refueling boom and hose drogue assembly/controls to safely affect refueling contact between the tanker and multiple receiver aircraft. During rendezvous, the engineer directs receiver aircraft into contact position and advises receiver pilots of actions require maintaining a safe position. During contact, the engineer monitors instruments and observes multiple receiver aircraft for sudden or abnormal changes in position and tail boom/wing drogue refueling connections via use of closed circuit TV. In the event of aerial refueling boom system or computer failures, the engineer directs receiver aircraft pilots and uses all available means to prevent aircraft collision. This person has ability to

compute holding, orbit, minimum air refueling, and overrun speeds and analyzes data to determine abort procedures and emergency landing sites. This incumbent is able to make in-flight repairs such as replacing fuses, adjusting instruments, freeing jammed control cables and takes emergency measures to compensate for failure of equipment such as auto-pilot, wing heaters and electrical and hydraulic systems, and record malfunctions which were not corrected during flight and reports needed repairs to ground maintenance personnel.

31061 – HELICOPTER PILOT

The Helicopter Pilot is able to fly light single or twin-engine airplanes or helicopters primarily under visual flight rules with responsibility for such operations as ferrying the aircraft or carrying freight from one point to another. The incumbent is also able to fly light single or twin-engine airplanes or helicopters under visual flight rules with responsibility for various kinds of photographic survey work. Assignments at this level involve planning the route of flight, securing the necessary clearance, and navigating by reference to aeronautical charts, compass, and terrain features under visual flight conditions. The assignments entail a minimum degree of hazard in that they typically involve operating to and from airfields that are fully adequate for the aircraft, point-to-point flying utilizing normal flight procedures, and operating primarily in the daytime under favorable weather conditions. There are few, if any, demands on the pilot to perform tasks other than those connected with flying the aircraft.

31260 – PARKING AND LOT ATTENDANT

Work involves the following: operating daily activity in a parking lot, and checking vehicles in and out of lot. This worker may be required to move and/or park vehicles. The Parking Lot Attendant 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.

31290 – SHUTTLE BUS DRIVER (Van Driver)

The 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. This driver may assist disabled passengers into and out of vehicle, 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, clean and/or service vehicle with fuel, lubricants, and accessories, keep records of trips and/or behavior of passengers, and perform other duties when not driving such as, custodial and building maintenance tasks.

31310 – TAXI DRIVER

The Taxi Driver drives motor vehicle, with or without a taximeter, to transport passengers for a fee, picks up passengers while cruising streets or in response to radio or telephone relayed request for service, collects fee recorded on taximeter or based on mileage or time factor, records transaction on log, and reports by radio or telephone to central location on completion of trip.

31360 – TRUCKDRIVER (Occupational Base)

The Truckdriver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.

Sales route and over-the-road drivers are excluded.

An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle:

31361 – TRUCKDRIVER, LIGHT TRUCK

Straight truck, less than 1 1/2 tons, usually 4 wheels.

31362 – TRUCKDRIVER, MEDIUM TRUCK

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

31363 – TRUCKDRIVER, HEAVY TRUCK

Straight truck, over 4 tons, usually 10 wheels.

31364 – TRUCKDRIVER, TRACTOR-TRAILER

A trailer having a set or several sets of wheels at the rear only, with the forward portion being supported by the truck tractor or towing vehicle.

47000 – WATER TRANSPORTATION OCCUPATIONS

This category includes occupations concerned with the operation and maintenance of small vessels (tug boats, crew boat, integrated tug-barges, liquefied natural gas tankers, passenger ships and vessels operating solely on the Great Lakes or other inland waters) and ocean-going cargo vessels of 5,000 or more power tons, and tankers of 12,000 or more power tons. Included are oceanographic research, oil exploration, and cable laying, and repair vessels. Workers may be assigned into one of three departments: deck, engine, or steward. The deck department is responsible for the day-to-day operation and maintenance of the ship and care of its cargo, excluding machinery and mechanical controls. The engine department is responsible for the operation of the ship's engines and all machinery and mechanical control systems. The steward department prepares and serves all meals, cleans and maintains the living quarters of officers and guests, and provides linens and sanitary supplies.

47010 – BOATSWAINS (Bosun)

In this capacity, the Boatswains (Bosun) supervises unlicensed deck personnel engaged in cleaning, chipping, scraping, wire brushing, and painting decks, sides, and superstructure; polishing metalwork, and operating and maintaining deck gear, safety equipment, rigging, and other equipment. The Boatswains inspects and tests equipment to ensure safe and proper operation, inspects work areas and crew quarters for cleanliness, directs securing of cargo, deck gear, and lines preparatory to leaving port and supervises handling of mooring lines and gangway when ship is docked or undocked. In addition, when assigned to watch duties, the incumbent stands at wheel or lookout, watches for obstructions in path of ship, steers ship, and directs security procedures.

47020 – CHIEF COOK/STEWARD (CHIEF COOK; CHIEF STEWARD/STEWARD- COOK/STEWARD-BAKER)

The Chief Cook/Steward supervises and coordinates activities of personnel in steward department, and performs one or both of the following functions:

1. Directs and participates in the preparation and serving of meals; determines timing and sequence of operations required to meet serving times; inspects galley and equipment for cleanliness and proper storage and preparation of food, may plan or assist in planning meals and taking inventory of stores and equipment.

2. Directs, instructs, and assigns personnel performing such functions as preparing and serving meals; cleaning and maintaining officers' quarters and steward department areas; and receiving, issuing, and inventorying stores, plans menus, compiles supply, overtime, and cost control records, may requisition or purchase stores and equipment, may bake bread, rolls, cakes, pies, and pastries.

47021 – COOK-BAKER/SECOND COOK/SECOND COOK-BAKER/ASSISTANT COOK)

This cook prepares or assists in preparing and serving meals, performs a variety of galley duties, such as cutting, preparing, and cooking meats, fish, and poultry; culling, washing, and cooking vegetables, preparing and serving desserts and other foods, setting out night lunches, cleaning galley and equipment; storing leftovers; and disposing of garbage and trash, and may bake bread, rolls, cakes, pie, and pastries.

47030 – DECK HAND

Under designated supervision, The Deck Hand performs a variety of deck duties aboard ship and boats to include handling lines and cables tying knot, operating deck winches, and scraping, painting and cleaning designated to the ship/boat. The incumbent performs the following in this capacity:

1. Handles lines and cables when anchoring or getting under way, ties various types of knots, splices lines to secure cargo, boat and deck equipment.
2. Assists in hoisting and lowering boats, making up cargo nets and fenders, and in performing other marlinespike seamanship.
3. Operates deck winches to hoist or lower cargo and boats, works with ground tackle, block and tackle gear, and rigging equipment.
4. Scrapes, paints, and clean ships/boats, hull superstructure and compartment space.
5. May give instructions to passengers on the use of lifesaving equipment and instructions on what is required in case of emergency.
6. May receive and transmit radio message from boat to shore.
7. Performs other related duties as assigned.

47040 – DIVER

The Diver works below surface of water, using SCUBA gear (self-contained underwater breathing apparatus) or diving suit with airline extending to surface to inspect, repair, remove, and install equipment and structures. The Diver descends into water with aid of Diver

Helper, and communicates with surface by signal line or telephone. This worker inspects docks, bottoms, and propellers of ships. The Diver repairs vessels below waterline, replacing missing or leaking rivets with bolts, caulks leaks in ships or caissons guides placement of pilings for structures, such as docks, bridges, cofferdams, and oil drilling platforms, and lays, inspects, and repairs underwater pipelines, cables, and sewers, using hand tools. The Diver cuts and welds steel, using oxyacetylene cutting torch and arc-welding equipment, utilizing air balloon device for working underwater, cleans debris from intake and discharge strainers. The Diver removes obstructions from marine railway or launching ways with pneumatic and power hand tools, levels rails by driving wedges beneath track with maul or sledgehammer, removes launching cradles and sliding ways from keels of newly launched vessels, using power and hand tools, and places rigging around sunken objects and hooks rigging to crane lines. The Diver rigs explosives for underwater demolitions, searches for lost, missing, or sunken objects, such as bodies, torpedoes, sunken vessels, and equipment, places recording instruments below surface of water preparatory to underwater tests or experiments, may set sheet pilings for cofferdams, drill holes in rock for blasting purposes at bottom of lake or harbor, work in flooded mines; use armored diving equipment for dangerous missions, photograph underwater structures or marine life, and may place sandbags around pipelines or base of cofferdam to provide structural support.

47041 – DIVER TENDER

The Diver Tender helps the Diver into diving suit, inspects diving equipment, and maintains communications with submerged Diver by lifeline or telephone, helps Diver into suit equipped with hard-shell headpiece (helmet), breathing hose, belt and breast weights, and leaded feet. The Diver Tender examines equipment to insure no obstructions in air hose and communication line exist and that air pressure is in accordance with Diver's specifications, hands equipment to Diver and helps Diver into water. This incumbent attends lifeline and telephone to receive signals from Diver, such as tugs on lifeline and instructions on telephone, to pull in or let out lifeline and air hose, maintains check on time Diver is submerged, weather conditions, and air compressor to ensure safety of Diver, and may be assigned only to letting out and taking in air hose.

47050 – ELECTRICIAN (CHIEF ELECTRICIAN; ELECTRICIAN/SECOND ELECTRICIAN)

The 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.

47060 – ENGINE UTILITYMAN

The Engine Utilityman performs routine maintenance and repair work in the engine department, assists in maintenance and repair of main propulsion and auxiliary machinery and piping, assists in fueling ship, hooking up oil lines and taking soundings, may perform routine maintenance of deck and galley equipment.

47070 – FIREMAN-WATER TENDER

The Fireman-Water Tender tends boilers to maintain steam at specified pressure and regulates amount of water in boiler. Duties include connecting fuel-oil lines to burners; igniting fuel with torch, adjusting burners to maintain steam pressure at specified level, observing gauges, regulating flow of fuel oil and water, and cleaning equipment and work area. The Fireman-Water Tender may maintain and repair fire room and engine room and monitor operation of evaporators and condensers used to convert salt water to fresh water.

47080 – GENERAL VESSEL ASSISTANT

The General Vessel Assistant performs a variety of duties concerned with the operation, maintenance, repair, and cleaning of equipment and facilities in the deck, engine, and steward department areas. Duties include scaling, buffing, and painting deck and superstructure; cleaning, washing, or polishing decks, passageways, brightwork, machinery, and equipment; and securing cargo.

47090 – OILER/DIESEL OILER

The Oiler/Diesel Oiler lubricates moving parts such as gears, shafts, and bearings of engines and auxiliary equipment, makes scheduled rounds to observe temperature, pressure, oil level, and condition of equipment, and records data in engineering log. Duties include tending pumps, maintaining evaporators, monitoring operation of automatically controlled boilers, assisting in transferring oil and water, and possible assisting in maintenance and repairs in engine room, machine shop, shaft alley, and related spaces.

47101 – PLUMBER-MACHINIST

The Plumber-Machinist performs a combination of plumbing and machine shop tasks including: installing and repairing fresh and salt water pipes, steam pipes, and air conditioning piping, maintaining and repairing valves, faucets, water closets, sinks, and steam heating fixtures. This machinist fabricates spare and replacement parts on lathe and other machine shop equipment, and overhauls machinery according to manufacturer's specifications.

47201 – PUMPMAN, CHIEF PUMPMAN, QMED/ PUMPMAN, SECOND PUMPMAN, SECOND PUMPMAN/ENGINE MECHANIC

This position operates, tests, repairs, and maintains liquid cargo handling, ballast, and tank equipment including pumps, cargo pipelines, room heating systems, and engine department areas.

47301 – REFRIGERATION ENGINEER

This incumbent 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, replacing worn or defective parts, and keeping complete records on operation, maintenance, and repair of equipment.

47401 – SEAMAN (ABLE SEAMAN, WATCH ; ABLE SEAMAN, MAINTENANCE; ABLE SEAMAN, DAY/DECK UTILITY; ORDINARY SEAMAN}

The Seaman performs a variety of duties concerned with the operation and upkeep of deck department areas and equipment, scales, buffs, and paints decks and superstructure, sweeps and washes deck, splices wire and rope, breaks out, rigs, overhauls, and stows cargo-handling gear, stationary rigging, and running gear. This incumbent secures cargo, launches and recovers boats, may rig and operate hydrographic and other specialty winches; handle and stow oceanographic explosives, and stage and stow beach support equipment. In addition, when assigned to watch duty, this incumbent performs a variety of duties, including looking for obstructions in path of vessel, steering vessel, serving on security patrol, and standing gangway watch.

NOTE: Entry-level employees are normally titled "ordinary seamen." More experienced workers (usually titled "able seamen") may also be designated "green" or

"blue" depending on length of service. (Green indicates greater length of service).

47501 – STEWARD ASSISTANT/GALLEY UTILITY- MAN/MESSMAN

This position performs a variety of the following duties: sets out night lunches, defrosts and cleans refrigerators, cleans mess room, gear, and equipment, sweeps and scrubs mess room deck, sets and clears tables, draws and stores linen and utensils. This incumbent disposes of trash and garbage and scrubs garbage cans, cleans brightwork and woodwork, and removes grease and finger marks from paintwork, assists in taking inventory, and may clean ladders and passageways. This worker cleans and maintains steward department areas, makes up bunks and cleans rooms, toilets, and showers of officers and others, as assigned. The worker cleans laundry room, refrigerated spaces, passageways, ladder wells, storerooms, linen lockers, ship's office, and radio room; sorts, counts, stocks, and issues linens; and assists in the serving of meals in the mess room or pantry.

47601 – TUG BOAT OPERATOR/ENGINEER

The Tug Boat Operator/Engineer operates small tug or motor launch to above drill barges into position on boring locations. A candidate for this position must be expert and licensed to handle tug in all weather conditions, and have proper knowledge to locking, mooring anchoring and positioning procedures necessary for accurate placement of barge and drill rig on desired setup locations. The Tug Boat Operator/Engineer must be familiar with all Marine, Federal Coast Guard and state and local rules and regulations, and be able to handle routine engine maintenance and minor operating repairs.

47701 – UNLICENSED JUNIOR ENGINEER/ QUALIFIED MEMBER OF THE ENGINE DE- PARTMENT [QMED]/DECK ENGINE MECHANIC

The Unlicensed Junior Engineer performs a variety of tasks connected with the maintenance and repair of engine room, fire room, machine shop, ice-machine room, and steering-engine room equipment. Duties include, inspecting equipment such as pumps, turbines, distilling plants, and condensers, and preparing record of condition. The incumbent lubricates and maintains machinery and equipment such as generators, steering systems, lifeboats, and sewage disposal systems, and cleans and restores tools and equipment.

47801 – WIPER

The Wiper cleans machinery, decks, bulkheads, and other areas of engine room using cleaning solutions, rags, water hose, mops, vacuum cleaners, brushes, and scraping tools, disposes of refuse, and may assist in connecting and disconnecting fuel-oil and water lines and pumping up galley fuel tank.

91000 – WILDLIFE MANAGEMENT AND ANIMAL CARE OCCUPATIONS

91150 – FALCONER/BIRD ABATEMENT

The Falconer establishes and maintains a territory around airfield/runways that discourages all other avian species, waterfowl, geese, gulls, other birds of prey, passerines, etc., from entering the territory using appropriate captive-bred falcons consisting of a least one non-migratory species (i.e., Lanner or Saker). The Falconer meets with the Flight Safety Team weekly to discuss current Bird Air Strike.

91200 – FISH MARKER

The Fish Marker stands in a marking trailer. They anesthetize the fish and pick up the fish on top individually, and hold it to a machine that inserts a coded wire tag in the fish's snout. The markers then take a pair of scissors and clip off an appropriate fin. These fish can range in sizes from 20 to 600 pounds each.

91400 – FISHERY OBSERVER (Occupational Base)

The Fishery Observer is responsible to observe and document fishery catch composition and disposition, including takes of protected species (marine mammals, sea birds, sea turtles) and fishery discards. Duties may also include the following: biological sampling, monitoring of compliance with fishery regulations, environmental monitoring, collection of information on vessel and gear performance and characteristics, and collection of information on costs associated with fishing operations.

91401 – FISHERY OBSERVER I

The Fishery Observer I performs routine tasks associated with recurring and continuing work according to prescribed or established procedural standards and technical methods assigned, assures that tasks are completed, data developed, methods used in securing and verifying data are technically accurate and in compliance with instructions and established procedures. This worker makes estimates of amounts

and species composition of fish caught, retained and discarded, using at a minimum, simple, single stage sampling techniques and dichotomous keys, and collects biological samples from the catch of various fisheries according to detailed procedures. According to established standards and detailed procedures, this observer records data on appropriate forms and logs, some of which may be electronic, maintains field equipment and supplies, collects scientific, management, compliance information, and make observations of fishing operations. This worker measures selected portions of catch including incidentally caught marine mammals, sea birds and sea turtles. This incumbent may tag species of interest including sharks, tunas, sablefish, spiny lobsters, swordfish and sea turtles, and uses calculator and or PC for calculations and recording data. The Fishery Observer I obtains, enters and transfers data electronically, obtains and records information on electronic equipment, socio-economics and gear characteristics of fishing gear types while working either on board vessels, on alternative platform, or at a shore-based facility. This observer may use interpersonal communication skills to contact fishermen and schedule observer sampling trips, observe and document compliance with fishery regulations, write affidavits, camp at remote sites and may operate All Terrain Vehicles (ATV's) and skiffs.

91402 – FISHERY OBSERVER II

The Fishery Observer II independently executes duties, while learning when and how to resolve exceptions and special problems or to make adaptations in the procedures, makes estimates of amounts and species composition of fish caught, retained and discarded, utilizing knowledge of various statistically valid sampling methods and dichotomous keys; and collects biological samples from the catch of various fisheries according to detailed program and gear scientific procedures. According to established standards and detailed procedures, this observer records data on appropriate forms and logs, some of which may be electronic, and supplies in-season reports. Maintains field equipment and supplies. This incumbent collects scientific, management, compliance information, observations of fishing operations, and measures selected portions of catch including incidentally caught marine mammals, sea birds and sea turtles. This observer participates in tagging species of interest including sharks, tunas, sablefish, spiny lobsters, swordfish and sea turtles, and uses calculator and/or PC for calculations and recordings data. The worker may enter and transfer data electronically, obtains and records information on electronic equipment, socio-economics and gear characteristics of fishing gear types

while working either on board vessels, on an alternative platform, or at shore-based facility; uses knowledge of interpersonal and communication skills while contacting fishermen to schedule observer sampling trips; and may coordinate observer activities with appropriate State agencies. This person may observe and document compliance with fishery regulations, write affidavits, camp at remote sites, operate All Terrain Vehicle (ATV's) and skiffs, and may participate in aerial surveys and vessel surveys to provide abundance data or describe fisheries to be used in observer data analysis and program.

91403 – FISHERY OBSERVER III

The Fishery Observer III acts as field coordinator and primary debriefer of lower graded Fishery Observers, oversees and tracks debriefing lower graded Fishery Observers, final data review, data editing and entry, demonstrate extensive familiarity of methods, procedures and management to ensure proper day-to-day operations. This worker shifts from one type of responsible technical assignment to other types, which are different in terms of equipment used. This person acts as primary field contact to address sampling, data, and deployment issues, makes recommendations so as to increase the efficiency of recruiting, training, and safety components of the program, supplies in-season reports, and Independently executes duties, while learning when and how to resolve exceptions in the procedures. The Fishery Observer III does the following: collects biological samples from the catch of various fisheries according to detailed program and gear specific procedures, makes estimates of amount and species composition of fish caught, retained and discarded, utilizing knowledge of various statistically valid sampling and sub-sampling methods and dichotomous keys. According to established standards and detailed procedures, this incumbent records data on appropriate forms and logs, some of which may be electronic and provide recommendations for updates, oversees the maintenance of field equipment and supplies, uses and completes a pre-boarding vessel safety checklist; collect scientific, management, compliance information, observations of fishing operation, and measure selected portions of catch including incidentally caught marine mammals, sea birds and sea turtles, participates in tagging species of interest including sharks, tunas, sablefish, spiny lobster, swordfish and sea turtles, uses a calculator and/or PC for calculations and recording data. This incumbent obtains and records information on electronic equipment, socio-economics and gear characteristics of fishing gear types while working either on board vessels, on an alternative platform, or at a shore-based facility, uses knowledge of interpersonal and

communication skills while contacting fishermen to schedule observer sampling trips and coordinate observer activities with appropriate State agencies; observes and documents compliance with fishery regulations, and write affidavits as required, camps at remote sites, operates All Terrain Vehicles (ATVs) and skiffs as required, participates in aerial surveys and vessel surveys to provide abundance data or describe fisheries to be used in observer data analysis and program design.

91610 – LIVESTOCK CARETAKER

The Livestock Caretaker provides feed and water for all captured wild horses/ burros, weighing up to 1200 pounds, at the site or temporary holding facilities according to established schedules. Judgment is used in observing/checking animals during feeding rounds, in terms of appearance and activities, reporting any abnormalities, signs of illness, and changes/unusual behavior to supervisor or wranglers. This worker operates vehicles, such as tractor-trailers, around corral areas, and works independently, according to established procedures and previous instructions. Review of work ensures that work schedules are maintained and the basic needs of the animals are being met. During the trapping operations and transportation, animal behavior becomes unpredictable and dangerous.

91710 – OUTFITTER/PACKER

The Outfitter/Packer uses livestock to pack and transport food, tools, and miscellaneous gear. The Outfitter/Packer is a specialist in the use of livestock (i.e., horses, mules, llamas, goats etc.) to pack and transport food, tools and miscellaneous gear. This worker packs materials to be transported, loads, directs, and cares for pack stock in mountainous terrain to a remote destination.

91750 – WILDLIFE TECHNICIAN

The Wildlife Technician prepares plans to assist in the management of wildlife, birds or plants and habitat, conducts surveys and evaluates conditions in order to determine best possible approach to manage pests through the use of predators or other natural means such as, but not limited to, habitat manipulation, food source relocation, etc. This person may use pyrotechnics, trained raptors or domestic animals, sound effects, radio-controlled airplanes or other robotic devices to scare away intruding wildlife, birds, or other pests from an area. All duties are associated with the care and maintenance of animals under his/her care and control. This incumbent must hold appropriate certifications as may be required by State and Federal

governments. This worker provides written reports as required.

91810 – WRANGLER (Occupational Base)

The Wrangler hazes wild horses/burros in, around, and out of holding pens and alleyways into chutes, manhandles and restrains animals, as appropriate, during veterinary services and for transportation, sorts animals by age and sex into selected corral holding pens, observes colts and mares and matches by pairs. Identifies and cuts selected animals from holding pens to be processed for adoption. The Wrangler loads animals into private government or commercial horse trailers for transport, functions as an outrider on helicopter assisted roundups where incumbent is mounted on horse hazing the wild animals near the trap, and ropes individual wild animals in remote trap sites and force leads animals to trap and holding pen. During the trapping operations, behavior becomes unpredictable and dangerous. Wranglers must handle animals in a manner that avoids injury to the animals, themselves, and other workers.

91811 – WRANGLER I

In this capacity, the Wrangler notifies supervisor of sick or injured horses, erects, tears down, and re-erects portable metal traps and holding pens at new trap sites, often on a daily basis, and observes captured horses and advises supervisor of injury, infection, or disease.

91812 – WRANGLER II

In this capacity, the Wrangler acts as a lead wrangler and is notified of sick or injured horses. Based on observation, this wrangler advises and recommends veterinary services for individual animals, handles veterinary drugs and needles to administer limited veterinary services, assists in record keeping of wild horses/burros as they are captured, and advises on trap site locations and methods to be used during the trapping operations.

99000 – MISCELLANEOUS OCCUPATIONS

This category includes various occupations not classified in any other category.

99030 – CASHIER

The Cashier receives cash from customers or employees in payment for goods or services and records amounts received, computes or re-computes bills, itemized lists, and tickets showing amount due using adding machine or cash register, makes change, cashes checks and issues receipts or tickets to customers;

records amounts received, prepares reports of transactions, reads and records totals shown on cash register tape and verifies against cash on hand. The Cashier may make credit card transactions and may be required to know value and features of items for which money is received. This worker may give cash refunds or issue credit memorandums to customers for returned merchandise, operate ticket-dispensing machine, sell candy, cigarettes, gum and gift certificates, and issue trading stamps. This person is usually employed in restaurants, cafeterias, theaters, retail stores, and other establishments.

99050 – DESK CLERK

The 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 bills, collects payments, and makes changes for guests. The Desk Clerk makes and confirms room reservations, may post charges such as room, food, liquor, or telephone to casebooks by hand or machine, make restaurant, transportation, or entertainment reservations, and arrange for tours, may deposit guests' valuables in safe or safe-deposit box, and may sell tobacco, candy, and newspapers.

99095 – EMBALMER

The Embalmer prepares bodies for interment in conformity with legal requirements, washes and dries body using germicidal soap and towels or hot air drier, inserts convex celluloid or cotton between eyeball and eyelid to prevent slipping and sinking of eyelid, presses diaphragm to evacuate air from lungs, may join lips using needle and thread or wire. This worker packs body orifices with cotton saturated with embalming fluid to prevent escape of gases or waste matter, makes incision in arm or thigh, using scalpel, inserts pump tubes into artery, and starts pump that drains blood from circulatory system and replaces blood with embalming fluid. The Embalmer incises stomach and abdominal walls and probes internal organs, such as bladder and liver, using trocar to withdraw blood and waste matter from organs; attaches trocar to pump-tube, starts pump, and repeats probing to force embalming fluid into organs, closes incisions using needle and suture, reshapes or reconstructs disfigured or maimed bodies using materials such as clay, cotton, plaster of paris,

and wax. This worker applies cosmetics to impart lifelike appearance, dresses body and places body in casket. The embalmer may arrange funeral details such as type of casket or burial dress and place of interment, maintain records such as itemized list of clothing or valuables delivered with body and names of persons embalmed.

99240 – INSPECTOR (FGE is one grade above the class that performs the work being inspected).

An 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. The Inspector 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.

99250 – LABORATORY ANIMAL CARETAKER (Occupational Base)

Animal care investigative and support personnel are required to follow defined protective procedures. The facilities provide a variety of husbandry options to meet the needs of the investigative staff while maximizing the facilities animal holding capacity. The facilities are individually approved for Bio-safety Level 1, 2, 3 and 4 procedures and many research protocols often require the use of hazardous biological, chemical, and/or physical agents, including ionizing radiation. The experience factor of the workers has to be very technical in order to aid the researchers. These levels of certification assure the investigators of their competence.

99251 – LABORATORY ANIMAL CARETAKER I

The Laboratory Animal Caretaker I usually requires certification as an Assistant Laboratory Animal Technician. The caretaker performs the day-to-day functions of animal husbandry such as feeding, cleaning and handling laboratory animals; sanitizes the animal's room and caging, monitors environmental conditions, and maintains records. This person works under the supervision of a scientist, veterinarian, or higher level Laboratory Animal Caretaker or Facility Manager; is responsible for consistent and thorough animal care in order to ensure that experimental data is not confounded by poor animal management; reports potential animal care problems such as illness, inappropriate housing and equipment. The Laboratory Animal Caretaker I works with an assortment of equipment, including animal restraint devices, autoclaves for sterilization, and different types of cage washing equipment. This caretaker must have a basic understanding of biohazards in the research environment and a working knowledge for biohazard levels one and two; and be trained on safety procedures to avoid infection or exposure. In order to understand their responsibilities, Laboratory Animal Caretaker I should understand the moral and ethical aspects of the care and use of research animals. This position may require a general knowledge about federal, state, and local regulations. Other titles associated are Facility Support Technician, Animal Husbandry Caretaker, Technical Support Technician, and Facility Support Team Leader.

99252 – LABORATORY ANIMAL CARETAKER II

The Laboratory Animal Caretaker II requires certification as a Laboratory Animal Technician. The caretaker must be technically skilled with appropriate backgrounds in biological sciences, such as anatomy, physiology, microbiology, and pathology. Their responsibilities will encompass the Laboratory Animal Caretaker I in addition to the following: technical support, maintenance and feeding colonies, collection of raw data, supervision of Laboratory Animal Caretaker I, delegation of tasks to Laboratory Animal Caretaker I and other Laboratory Animal Caretaker II workers. Responsibilities include participation in research projects at high technical levels, primary experimental procedures, and observation and treatment of experimental animals and training. Not only are they expected to work with animal restraint devices, autoclaves for sterilization and cage washing equipment, but they must also be familiar with laboratory and surgical equipment. Laboratory Animal Caretaker II must have the full understanding of all four biohazard levels and working knowledge of levels one through three and the safety procedures involved. Due

to stringent federal regulations and guidelines, Laboratory Animal Caretaker II must have a strong knowledge in the biological disciplines, and federal, state, and local regulations. This helps the facility establish and maintain mandated standards in order to avoid any possible penalties. Certification at this level gives a basic knowledge of a variety of species but it does not guarantee handling and restraint experience with all species, especially less commonly used research animals such as livestock, non-human primates and exotic animals. Other titles associated are Team Leader, Animal Health Team Leader, Animal Health Technician, and Institute Specific Research Technician.

99310 – MORTICIAN (Funeral Director)

The Mortician arranges and directs funeral services, coordinates activities of workers to remove body to mortuary for embalming, interviews family or other authorized person to arrange details such as preparation of obituary notice, selection of urn or casket, determination of location and time of cremation or burial, selection of pallbearers, procurement of official for religious rites, and transportation of mourners. The Mortician plans placement of casket in parlor or chapel and adjusts lights, fixtures, and floral displays, directs pallbearers in placement and removal of casket from hearse, closes casket and leads funeral cortege to church or burial site, directs preparations and shipment of body for out of state burial, and may prepare body for interment.

99410 – PEST CONTROLLER (Exterminator)

The Pest Controller 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; and may be required to hold State license.

99510 – PHOTOFINISHING WORKER (Photo Lab Technician, Dark Room, Technician)

The Photofinishing Worker tends one or more machines that automatically develop, fix, wash, and dry photographic prints, threads leaders (paper strips) around rollers, through processing tanks and dryer, around polished drum, and onto take-up reel, turns valves to fill tanks with premixed solutions, such as developer, dyes, stop-baths, fixers, bleaches, and washes. This worker moves thermostatic control to keep steam-heated drum at specified temperature, slices sensitized paper to leaders using tape, starts machine;

throws switches to synchronize drive speeds of processing variations to control department, adds specified amount of chemicals to renew solutions, and maintains production records.

99610 – QUALITY CONTROL INSPECTOR

(FGE is one grade above the class that performs the work being inspected.)

This inspector implements quality control and safety plans to ensure compliance with contract specifications and applicable regulations, inspects all phases of a variety of goods, services or operation for conformity to established quality, health and safety, and other operational standards by performing on-going work for compliance with contractual provisions; ensures all services listed on the performance requirement summary are performed in a satisfactory manner, specifies areas to be inspected (scheduled and unscheduled) and how often inspections will be accomplished, communicates deficiencies to proper persons, maintains Quality Control files, and document results of all inspections.

99710 – RECYCLING LABORER

The Recycling Laborer sorts through collected trash and debris for recyclable materials and separates items into established categories such as aluminum, ferrous metals, glass, high-grade white paper, and corrugated paper. This worker discards contaminants and other items that cannot be recycled.

99711 – RECYCLING SPECIALIST

The Recycling Specialist conducts variety of tests such as magnetic checks and tests to determine solubility of glues and similar contaminants to determine type and quality of recyclable materials, stores recyclable materials for maximum convenience of handling preparatory to shipment and for protection from deterioration, operates forklift to transport and stock loaded pallets in warehouse, semi-tractor trailers and railroad boxcars; prepares receipts and reports concerning materials collected and chipped, may assist in operating large capacity industrial machinery such as paper shredder, magnetic can separator, glass crusher, baler and compactor, may assist in performing preventive maintenance, minor repairs and lubrication of machinery, and may disassemble scrap material using hand tools.

99730 – REFUSE COLLECTOR

The Refuse Collector picks up garbage, trash, or refuse from homes, businesses and other locations and deposits it in a truck.

99810 – SALES CLERK

The Sales Clerk sells a variety of inexpensive merchandise usually in a retail trade establishment, for which knowledge of the items sold is not a primary requirement. This incumbent performs the following tasks: stocks shelves, counters, or tables with merchandise, sets up advertising displays or arranges merchandise on counters or tables to promote sales, stamps, marks, or tags price on merchandise; obtains merchandise requested by customer or receives merchandise selected by customer; totals price and tax on merchandise selected by customer using paper and pencil, cash register, or adding machine to determine bill. This worker receives payment and makes change, occasionally calculates sales discount in determining sales slip, wraps or bags merchandise for customers, cleans shelves, counter, or tables, as necessary; may keep record of sales, prepare inventory of stock, or order merchandise; and may be designated according to product sold or type of store.

99820 – SCHOOL CROSSING GUARD

The School Crossing Guard controls traffic at the school crosswalk to insure safety during school hours, when children/pedestrians are going to or coming from school, instructs children/pedestrians to remain on the curb until signaled to cross and enforces instructions, directs action of traffic at street intersection to insure safe crossing of children/pedestrians. This incumbent must be knowledgeable of the traffic hand and arm signals as prescribed, uses the prescribed hand and arm signals (sequentially), stops all vehicles (except emergency vehicles), signals pedestrians to cross, and signals the resumption of vehicle traffic. This worker observes the areas adjacent to the crosswalks/intersection and reports to the police any suspicious activity (loitering, drug dealing, etc.), license numbers of vehicles disregarding traffic signals and any other vehicle moving violations. This person must be knowledgeable of state laws for school buses and school crosswalks, may escort children across the street, may place caution signs at designated points before duty and remove them at end of shift, and may stop vehicles and warn drivers and direct traffic in vicinity.

99830 – SURVEY PARTY CHIEF (Chief of Party)

The Survey Party Chief (Chief of Party) leads day-to-day work activities of survey party under direction of land surveyor performing surveying duties not requiring licensure; supervises crew engaged in gathering data about the earth's surface using a variety of surveying instruments and in clearing land and setting stakes to

identify certain points; checks final field notes for clarity and accuracy and completes transmittal forms.

99831 – SURVEYING AIDE

The Surveying Aide performs any of following duties to assist in surveying land: holds level or stadia rod at designated points to assist in determining elevations and laying out stakes for map making, construction, mining, land, and other surveys, calls out reading or writes station number and reading in notebook marks points of measurement with elevation, station number, or other identifying mark, and measures distance between survey points, using steel or cloth tape or surveyor's chain. This worker marks measuring point with keel (marking crayon), paint sticks, scratches, tacks, or stakes, places stakes at designated points and drives them into ground at specified elevation using hammer or hatchet, and cuts and clears brush and trees from line of survey, using brush hook, knife, ax, or other cutting tools.

99832 – SURVEYING TECHNICIAN (Instrument Person; Surveyor Assistant, Instruments)

The Surveying Technician obtains data pertaining to angles, elevations, points, and contours used for map making, mining, or other purposes, using alidade, level, transit, plane table, theodolite, electronic distance measuring equipment, and other surveying instruments, compiles notes, sketches, and records of data obtained and work performed, and directs work of subordinate members of survey team.

99840 – VENDING MACHINE ATTENDANT

The Vending Machine Attendant receives items from food and retail facilities or from immediate supervisor, and delivers items to vending machines, removes aged food or other merchandise from machines, as required by established procedures, replenishes machines, and makes appropriate notations on required records, gives locked moneyboxes to supervisor or designated cashier. This worker inspects machines frequently to ensure that they are adequately stocked, in good working order, and are in a sanitary condition, monitors brands and prices to ensure compliance with contract terms when vending services are provided on a contract basis. This worker accompanies concessionaires to make spot checks of collections, tests operation of machines by inserting coins to determine if items are being dispensed properly and correct change is being returned, cleans interiors and exteriors of machines using appropriate cleaning solutions, and cleans areas adjacent to machines including snack tables. This worker notifies repairmen or immediate supervisor and places "out-of-order" sign on malfunctioning machines, may assist in the

preparation of vending items such as sandwiches, gelatin, and salads, replenishes vending areas with napkins, condiments, paper cup lids, etc., opens crates, cartons or boxes, keep stockroom area in clean and orderly condition, and adheres to sanitation, safety, and security procedures.

99841 – VENDING MACHINE REPAIRER (Coin Machine Service Repairer)

The Vending Machine Repairer installs, services, adjusts, and repairs vending, amusement, and other coin-operated machines, assembles machines following specifications, using hand tools and power tools, fills machines with ingredients or products and tests ice

making, refrigeration, carbonation, evaporation, dispensing, electrical, and coin-handling systems. This worker examines defective machines visually or by using test equipment such as voltage meters, circuit testers and pressure and dial gauges to determine causes of malfunctions, adjusts and repairs machines, replacing worn or defective electrical or mechanical parts using hand tools such as hammers, pliers, screwdrivers, soldering irons, and wrenches. Duties may include the following: drive to designated locations to transport, install, or service machines, keep vending records and participate in taking inventories, collect coins from machines and make settlements with concessionaires.

SIN PRICES – EG&G SITE

SIN PRICES:	SIN 811- 002: COMPLETE FACILITIES MAINTENANCE SIN 811- 003: COMPLETE FACILITIES MANAGEMENT SIN 811- 004: ELECTRICAL, AND ALL UTILITY SERVICES SIN 811- 005: REFRIGERATION, HEATING, VENTILATION AND AIR CONDITION HVAC MAINTENANCE SIN 371- 001: GROUND MAINTENANCE SIN 371- 002: TREE PLANTING, TRIMMING AND REMOVAL SIN 371- 003: PEST CONTROL				
	CONTRACTOR	CONTRACTOR	CONTRACTOR	CONTRACTOR	CONTRACTOR
	SITE includes .75% IFF	SITE includes .75% IFF	SITE includes .75% IFF	SITE includes .75% IFF	SITE includes .75% IFF
Labor Category	2008	2009	2010	2011	2012
Administrative Specialist 1	\$25.17	\$25.99	\$26.83	\$27.72	\$28.62
Administrative Specialist 2	\$28.90	\$29.83	\$30.81	\$31.82	\$32.86
Administrative Specialist 3	\$33.20	\$34.27	\$35.39	\$36.56	\$37.75
Administrative Specialist 4	\$38.12	\$39.35	\$40.63	\$41.97	\$43.34
Clerk 1	\$21.90	\$22.60	\$23.34	\$24.11	\$24.90
Clerk 2	\$25.17	\$25.99	\$26.83	\$27.72	\$28.62
Clerk 3	\$28.90	\$29.83	\$30.81	\$31.82	\$32.86
Clerk 4	\$33.20	\$34.27	\$35.39	\$36.56	\$37.75
Computer Operator 1	\$25.17	\$25.99	\$26.83	\$27.72	\$28.62
Computer Operator 2	\$28.90	\$29.83	\$30.81	\$31.82	\$32.86
Configuration Management Analyst 1	\$57.78	\$59.65	\$61.59	\$63.62	\$65.70
Configuration Management Analyst 2	\$66.38	\$68.53	\$70.76	\$73.09	\$75.49
Configuration Manager 1	\$57.78	\$59.65	\$61.59	\$63.62	\$65.70
Cost Control Analyst 1	\$57.78	\$59.65	\$61.59	\$63.62	\$65.70
Cost Control Analyst 2	\$57.78	\$59.65	\$61.59	\$63.62	\$65.70
Cost Control Specialist	\$74.17	\$76.56	\$79.06	\$81.66	\$84.34
Data Entry Clerk 1	\$28.90	\$29.83	\$30.81	\$31.82	\$32.86
Data Entry Clerk 2	\$33.20	\$34.27	\$35.39	\$36.56	\$37.75
Delivery Specialist	\$21.90	\$22.60	\$23.34	\$24.11	\$24.90
Documentation Specialist 1	\$28.90	\$29.83	\$30.81	\$31.82	\$32.86
Documentation Specialist 2	\$33.20	\$34.27	\$35.39	\$36.56	\$37.75
Documentation Specialist 3	\$38.12	\$39.35	\$40.63	\$41.97	\$43.34
Documentation Specialist 4	\$43.79	\$45.21	\$46.68	\$48.22	\$49.80
Documentation Specialist 5	\$57.78	\$59.65	\$61.59	\$63.62	\$65.70
Documentation Specialist 6	\$66.38	\$68.53	\$70.76	\$73.09	\$75.49
Driver Messenger	\$21.90	\$22.60	\$23.34	\$24.11	\$24.90
Duplicating/Printing Technician, Sr.	\$43.79	\$45.21	\$46.68	\$48.22	\$49.80
Facility Coordinator	\$43.79	\$45.21	\$46.68	\$48.22	\$49.80
Facility Maintenance Technician 1	\$28.90	\$29.83	\$30.81	\$31.82	\$32.86
Facility Maintenance Technician 2	\$33.20	\$34.27	\$35.39	\$36.56	\$37.75
Facility Maintenance Technician 3	\$38.12	\$39.35	\$40.63	\$41.97	\$43.34
Facility Maintenance Technician 4	\$43.79	\$45.21	\$46.68	\$48.22	\$49.80
Facility Maintenance Technician 5	\$50.30	\$51.93	\$53.62	\$55.39	\$57.20
Facility Manager 1	\$50.30	\$51.93	\$53.62	\$55.39	\$57.20
Facility Manager 2	\$74.17	\$76.56	\$79.06	\$81.66	\$84.34
Facility Manager, Assistant	\$43.79	\$45.21	\$46.68	\$48.22	\$49.80
Facility Security Lead	\$38.12	\$39.35	\$40.63	\$41.97	\$43.34
Facility Security Manager 1	\$57.78	\$59.65	\$61.59	\$63.62	\$65.70
Facility Security Manager 2	\$66.38	\$68.53	\$70.76	\$73.09	\$75.49
Fleet Operator	\$43.79	\$45.21	\$46.68	\$48.22	\$49.80
Foreman	\$38.12	\$39.35	\$40.63	\$41.97	\$43.34
Foreman, Laborers	\$28.90	\$29.83	\$30.81	\$31.82	\$32.86
Help Desk Clerk	\$25.17	\$25.99	\$26.83	\$27.72	\$28.62
Housekeeping Aide 1	\$25.17	\$25.99	\$26.83	\$27.72	\$28.62
Information Specialist 1	\$43.79	\$45.21	\$46.68	\$48.22	\$49.80
Information Specialist 2	\$50.30	\$51.93	\$53.62	\$55.39	\$57.20
Inspector	\$43.79	\$45.21	\$46.68	\$48.22	\$49.80
Intern	\$28.90	\$29.83	\$30.81	\$31.82	\$32.86
Inventory Clerk	\$21.90	\$22.60	\$23.34	\$24.11	\$24.90
Item Manager/Inventory Specialist	\$43.79	\$45.21	\$46.68	\$48.22	\$49.80
LAN Administrator 1	\$38.12	\$39.35	\$40.63	\$41.97	\$43.34
LAN Administrator 2	\$50.30	\$51.93	\$53.62	\$55.39	\$57.20
Logistician	\$33.20	\$34.27	\$35.39	\$36.56	\$37.75
Logistics Analyst 1	\$33.20	\$34.27	\$35.39	\$36.56	\$37.75
Logistics Analyst 2	\$38.12	\$39.35	\$40.63	\$41.97	\$43.34
Logistics Analyst 3	\$50.30	\$51.93	\$53.62	\$55.39	\$57.20
Logistics Analyst 4	\$57.78	\$59.65	\$61.59	\$63.62	\$65.70
Logistics Analyst 5	\$66.38	\$68.53	\$70.76	\$73.09	\$75.49
Logistics Analyst 6	\$87.56	\$90.39	\$93.34	\$96.41	\$99.57
Logistics Manager	\$66.38	\$68.53	\$70.76	\$73.09	\$75.49

(8% GSA most favorable customer discount is offered)

SIN PRICES – EG&G SITE (CONT.)

SIN PRICES:	SIN 811- 002: COMPLETE FACILITIES MAINTENANCE SIN 811- 003: COMPLETE FACILITIES MANAGEMENT SIN 811- 004: ELECTRICAL, AND ALL UTILITY SERVICES SIN 811- 005: REFRIGERATION, HEATING, VENTILATION AND AIR CONDITION HVAC MAINTANANCE SIN 371- 001: GROUND MAINTENANCE SIN 371- 002: TREE PLANTING, TRIMMING AND REMOVAL SIN 371- 003: PEST CONTROL				
	CONTRACTOR	CONTRACTOR	CONTRACTOR	CONTRACTOR	CONTRACTOR
	SITE includes .75% IFF	SITE includes .75% IFF	SITE includes .75% IFF	SITE includes .75% IFF	SITE includes .75% IFF
Labor Category	2008	2009	2010	2011	2012
Logistics Specialist 1	\$19.09	\$19.71	\$20.35	\$21.02	\$21.71
Logistics Specialist 2	\$25.17	\$25.99	\$26.83	\$27.72	\$28.62
Logistics Specialist 3	\$33.20	\$34.27	\$35.39	\$36.56	\$37.75
Logistics Specialist 4	\$43.79	\$45.21	\$46.68	\$48.22	\$49.80
Logistics Specialist 5	\$50.30	\$51.93	\$53.62	\$55.39	\$57.20
Logistics Supervisor	\$57.78	\$59.65	\$61.59	\$63.62	\$65.70
Maintenance Foreman	\$43.79	\$45.21	\$46.68	\$48.22	\$49.80
Maintenance Technician	\$28.90	\$29.83	\$30.81	\$31.82	\$32.86
Manager	\$100.59	\$103.84	\$107.22	\$110.75	\$114.38
Office Administration Lead	\$38.12	\$39.35	\$40.63	\$41.97	\$43.34
Office Administration Unit Manager 1	\$43.79	\$45.21	\$46.68	\$48.22	\$49.80
Office Administration Unit Manager 2	\$50.30	\$51.93	\$53.62	\$55.39	\$57.20
Operating Engineer	\$50.30	\$51.93	\$53.62	\$55.39	\$57.20
Operations Analyst	\$50.30	\$51.93	\$53.62	\$55.39	\$57.20
Order Filler	\$33.20	\$34.27	\$35.39	\$36.56	\$37.75
Property Clerk	\$25.17	\$25.99	\$26.83	\$27.72	\$28.62
Property Control Specialist 1	\$33.20	\$34.27	\$35.39	\$36.56	\$37.75
Property Control Specialist 2	\$38.12	\$39.35	\$40.63	\$41.97	\$43.34
Property Disposal Specialist 2	\$43.79	\$45.21	\$46.68	\$48.22	\$49.80
Property Support Assistant	\$28.90	\$29.83	\$30.81	\$31.82	\$32.86
Purchasing Agent 1	\$33.20	\$34.27	\$35.39	\$36.56	\$37.75
Purchasing Agent 2	\$43.79	\$45.21	\$46.68	\$48.22	\$49.80
Purchasing Agent 3	\$50.30	\$51.93	\$53.62	\$55.39	\$57.20
Purchasing Manager	\$50.30	\$51.93	\$53.62	\$55.39	\$57.20
Quality Assurance Assistant	\$25.17	\$25.99	\$26.83	\$27.72	\$28.62
Quality Assurance Officer	\$43.79	\$45.21	\$46.68	\$48.22	\$49.80
Quality Assurance Specialist	\$43.79	\$45.21	\$46.68	\$48.22	\$49.80
Quality Assurance Technician 1	\$43.79	\$45.21	\$46.68	\$48.22	\$49.80
Quality Assurance Technician 2	\$50.30	\$51.93	\$53.62	\$55.39	\$57.20
Quality Control Auditor	\$33.20	\$34.27	\$35.39	\$36.56	\$37.75
Quality Manager	\$66.38	\$68.53	\$70.76	\$73.09	\$75.49
Quality Support Supervisor	\$57.78	\$59.65	\$61.59	\$63.62	\$65.70
Receiver/Unloader	\$28.90	\$29.83	\$30.81	\$31.82	\$32.86
Scheduler	\$33.20	\$34.27	\$35.39	\$36.56	\$37.75
Security and Safety Officer	\$66.38	\$68.53	\$70.76	\$73.09	\$75.49
Security Officer 1	\$38.12	\$39.35	\$40.63	\$41.97	\$43.34
Security Officer 1, Assistant	\$33.20	\$34.27	\$35.39	\$36.56	\$37.75
Security Officer 2	\$43.79	\$45.21	\$46.68	\$48.22	\$49.80
Supply Analyst, Sr	\$43.79	\$45.21	\$46.68	\$48.22	\$49.80
Stock Clerk	\$25.17	\$25.99	\$26.83	\$27.72	\$28.62
Subject matter Expert 1	\$87.56	\$90.39	\$93.34	\$96.41	\$99.57
Subject Matter Expert 2	\$100.59	\$103.84	\$107.22	\$110.75	\$114.38
Subject Matter Expert 3	\$115.54	\$119.27	\$123.16	\$127.22	\$131.38
Subject Matter Expert 4	\$132.72	\$137.01	\$141.48	\$146.14	\$150.92
Supply Clerk	\$25.17	\$25.99	\$26.83	\$27.72	\$28.62
Telephone Operator	\$28.90	\$29.83	\$30.81	\$31.82	\$32.86
Transportation Clerk	\$38.12	\$39.35	\$40.63	\$41.97	\$43.34
Utility Operator	\$38.12	\$39.35	\$40.63	\$41.97	\$43.34
Utility Person	\$33.20	\$34.27	\$35.39	\$36.56	\$37.75
Vehicle Dispatcher	\$28.90	\$29.83	\$30.81	\$31.82	\$32.86
Warehouse Lead	\$43.79	\$45.21	\$46.68	\$48.22	\$49.80
Warehouse Specialist	\$33.20	\$34.27	\$35.39	\$36.56	\$37.75
Warehouse Supervisor	\$50.30	\$51.93	\$53.62	\$55.39	\$57.20
Warehouse Supervisor, Assistant	\$38.12	\$39.35	\$40.63	\$41.97	\$43.34
Warehouse Worker	\$28.90	\$29.83	\$30.81	\$31.82	\$32.86
Warehousing Manager	\$50.30	\$51.93	\$53.62	\$55.39	\$57.20
Warehousing Manager, Assistant	\$57.78	\$59.65	\$61.59	\$63.62	\$65.70
Work Control Assistant	\$28.90	\$29.83	\$30.81	\$31.82	\$32.86
Work Control Dispatcher	\$28.90	\$29.83	\$30.81	\$31.82	\$32.86
Work Order Clerk	\$25.17	\$25.99	\$26.83	\$27.72	\$28.62

SIN PRICES – GOVERNMENT SITE

SIN PRICES: Labor Category	SIN 811- 002: COMPLETE FACILITIES MAINTENANCE SIN 811- 003: COMPLETE FACILITIES MANAGEMENT SIN 811- 004: ELECTRICAL, AND ALL UTILITY SERVICES SIN 811- 005: REFRIGERATION, HEATING, VENTILATION AND AIR CONDITION HVAC MAINTENANCE SIN 371- 001: GROUND MAINTENANCE SIN 371- 002: TREE PLANTING, TRIMMING AND REMOVAL SIN 371- 003: PEST CONTROL				
	GOVERNMENT SITE includes .75% IFF 2008	GOVERNMENT SITE includes .75% IFF 2009	GOVERNMENT SITE includes .75% IFF 2010	GOVERNMENT SITE includes .75% IFF 2011	GOVERNMENT SITE includes .75% IFF 2012
	Administrative Specialist 1	\$22.67	\$23.41	\$24.18	\$24.99
Administrative Specialist 2	\$26.03	\$26.88	\$27.77	\$28.69	\$29.64
Administrative Specialist 3	\$29.91	\$30.88	\$31.90	\$32.96	\$34.05
Administrative Specialist 4	\$34.33	\$35.45	\$36.62	\$37.84	\$39.09
Clerk 1	\$19.72	\$20.37	\$21.04	\$21.73	\$22.45
Clerk 2	\$22.67	\$23.41	\$24.18	\$24.99	\$25.81
Clerk 3	\$26.03	\$26.88	\$27.77	\$28.69	\$29.64
Clerk 4	\$29.91	\$30.88	\$31.90	\$32.96	\$34.05
Computer Operator 1	\$22.67	\$23.41	\$24.18	\$24.99	\$25.81
Computer Operator 2	\$26.03	\$26.88	\$27.77	\$28.69	\$29.64
Configuration Management Analyst 1	\$52.05	\$53.74	\$55.51	\$57.35	\$59.25
Configuration Management Analyst 2	\$59.79	\$61.74	\$63.78	\$65.89	\$68.07
Configuration Manager 1	\$52.05	\$53.74	\$55.51	\$57.35	\$59.25
Cost Control Analyst 1	\$52.05	\$53.74	\$55.51	\$57.35	\$59.25
Cost Control Analyst 2	\$52.05	\$53.74	\$55.51	\$57.35	\$59.25
Cost Control Specialist	\$66.80	\$68.98	\$71.25	\$73.62	\$76.05
Data Entry Clerk 1	\$26.03	\$26.88	\$27.77	\$28.69	\$29.64
Data Entry Clerk 2	\$29.91	\$30.88	\$31.90	\$32.96	\$34.05
Delivery Specialist	\$19.72	\$20.37	\$21.04	\$21.73	\$22.45
Documentation Specialist 1	\$26.03	\$26.88	\$27.77	\$28.69	\$29.64
Documentation Specialist 2	\$29.91	\$30.88	\$31.90	\$32.96	\$34.05
Documentation Specialist 3	\$34.33	\$35.45	\$36.62	\$37.84	\$39.09
Documentation Specialist 4	\$39.44	\$40.73	\$42.07	\$43.47	\$44.90
Documentation Specialist 5	\$52.05	\$53.74	\$55.51	\$57.35	\$59.25
Documentation Specialist 6	\$59.79	\$61.74	\$63.78	\$65.89	\$68.07
Driver Messenger	\$19.72	\$20.37	\$21.04	\$21.73	\$22.45
Duplicating/Printing Technician, Sr.	\$39.44	\$40.73	\$42.07	\$43.47	\$44.90
Facility Coordinator	\$39.44	\$40.73	\$42.07	\$43.47	\$44.90
Facility Maintenance Technician 1	\$26.03	\$26.88	\$27.77	\$28.69	\$29.64
Facility Maintenance Technician 2	\$29.91	\$30.88	\$31.90	\$32.96	\$34.05
Facility Maintenance Technician 3	\$34.33	\$35.45	\$36.62	\$37.84	\$39.09
Facility Maintenance Technician 4	\$39.44	\$40.73	\$42.07	\$43.47	\$44.90
Facility Maintenance Technician 5	\$45.31	\$46.79	\$48.33	\$49.93	\$51.58
Facility Manager 1	\$45.31	\$46.79	\$48.33	\$49.93	\$51.58
Facility Manager 2	\$66.80	\$68.98	\$71.25	\$73.62	\$76.05
Facility Manager, Assistant	\$39.44	\$40.73	\$42.07	\$43.47	\$44.90
Facility Security Lead	\$34.33	\$35.45	\$36.62	\$37.84	\$39.09
Facility Security Manager 1	\$52.05	\$53.74	\$55.51	\$57.35	\$59.25
Facility Security Manager 2	\$59.79	\$61.74	\$63.78	\$65.89	\$68.07
Fleet Operator	\$39.44	\$40.73	\$42.07	\$43.47	\$44.90
Foreman	\$34.33	\$35.45	\$36.62	\$37.84	\$39.09
Foreman, Laborers	\$26.03	\$26.88	\$27.77	\$28.69	\$29.64
Help Desk Clerk	\$22.67	\$23.41	\$24.18	\$24.99	\$25.81
Housekeeping Aide 1	\$22.67	\$23.41	\$24.18	\$24.99	\$25.81
Information Specialist 1	\$39.44	\$40.73	\$42.07	\$43.47	\$44.90
Information Specialist 2	\$45.31	\$46.79	\$48.33	\$49.93	\$51.58
Inspector	\$39.44	\$40.73	\$42.07	\$43.47	\$44.90
Intern	\$26.03	\$26.88	\$27.77	\$28.69	\$29.64
Inventory Clerk	\$19.72	\$20.37	\$21.04	\$21.73	\$22.45
Item Manager/Inventory Specialist	\$39.44	\$40.73	\$42.07	\$43.47	\$44.90
LAN Administrator 1	\$34.33	\$35.45	\$36.62	\$37.84	\$39.09
LAN Administrator 2	\$45.31	\$46.79	\$48.33	\$49.93	\$51.58
Logistician	\$29.91	\$30.88	\$31.90	\$32.96	\$34.05
Logistics Analyst 1	\$29.91	\$30.88	\$31.90	\$32.96	\$34.05
Logistics Analyst 2	\$34.33	\$35.45	\$36.62	\$37.84	\$39.09
Logistics Analyst 3	\$45.31	\$46.79	\$48.33	\$49.93	\$51.58
Logistics Analyst 4	\$52.05	\$53.74	\$55.51	\$57.35	\$59.25
Logistics Analyst 5	\$59.79	\$61.74	\$63.78	\$65.89	\$68.07
Logistics Analyst 6	\$78.87	\$81.44	\$84.12	\$86.92	\$89.79
Logistics Manager	\$59.79	\$61.74	\$63.78	\$65.89	\$68.07

(8% GSA most favorable customer discount is offered)

SIN PRICES – GOVERNMENT SITE (CONT.)

SIN PRICES:	GOVERNMENT GOVERNMENT GOVERNMENT GOVERNMENT GOVERNMENT				
	SIN 811- 002: COMPLETE FACILITIES MAINTENANCE	SIN 811- 003: COMPLETE FACILITIES MANAGEMENT	SIN 811- 004: ELECTRICAL, AND ALL UTILITY SERVICES	SIN 811- 005: REFRIGERATION, HEATING, VENTILATION AND AIR CONDITION HVAC MAINATENANCE	SIN 371- 001: GROUND MAINTENANCE
	SIN 371- 002: TREE PLANTING, TRIMMING AND REMOVAL	SIN 371- 003: PEST CONTROL			
Labor Category	SITE includes .75% IFF 2008	SITE includes .75% IFF 2009	SITE includes .75% IFF 2010	SITE includes .75% IFF 2011	SITE includes .75% IFF 2012
Logistics Specialist 1	\$17.19	\$17.76	\$18.34	\$18.95	\$19.57
Logistics Specialist 2	\$22.67	\$23.41	\$24.18	\$24.99	\$25.81
Logistics Specialist 3	\$29.91	\$30.88	\$31.90	\$32.96	\$34.05
Logistics Specialist 4	\$39.44	\$40.73	\$42.07	\$43.47	\$44.90
Logistics Specialist 5	\$45.31	\$46.79	\$48.33	\$49.93	\$51.58
Logistics Supervisor	\$52.05	\$53.74	\$55.51	\$57.35	\$59.25
Maintenance Foreman	\$39.44	\$40.73	\$42.07	\$43.47	\$44.90
Maintenance Technician	\$26.03	\$26.88	\$27.77	\$28.69	\$29.64
Manager	\$90.60	\$93.56	\$96.64	\$99.85	\$103.15
Office Administration Lead	\$34.33	\$35.45	\$36.62	\$37.84	\$39.09
Office Administration Unit Manager 1	\$39.44	\$40.73	\$42.07	\$43.47	\$44.90
Office Administration Unit Manager 2	\$45.31	\$46.79	\$48.33	\$49.93	\$51.58
Operating Engineer	\$45.31	\$46.79	\$48.33	\$49.93	\$51.58
Operations Analyst	\$45.31	\$46.79	\$48.33	\$49.93	\$51.58
Order Filler	\$29.91	\$30.88	\$31.90	\$32.96	\$34.05
Property Clerk	\$22.67	\$23.41	\$24.18	\$24.99	\$25.81
Property Control Specialist 1	\$29.91	\$30.88	\$31.90	\$32.96	\$34.05
Property Control Specialist 2	\$34.33	\$35.45	\$36.62	\$37.84	\$39.09
Property Disposal Specialist 2	\$39.44	\$40.73	\$42.07	\$43.47	\$44.90
Property Support Assistant	\$26.03	\$26.88	\$27.77	\$28.69	\$29.64
Purchasing Agent 1	\$29.91	\$30.88	\$31.90	\$32.96	\$34.05
Purchasing Agent 2	\$39.44	\$40.73	\$42.07	\$43.47	\$44.90
Purchasing Agent 3	\$45.31	\$46.79	\$48.33	\$49.93	\$51.58
Purchasing Manager	\$45.31	\$46.79	\$48.33	\$49.93	\$51.58
Quality Assurance Assistant	\$22.67	\$23.41	\$24.18	\$24.99	\$25.81
Quality Assurance Officer	\$39.44	\$40.73	\$42.07	\$43.47	\$44.90
Quality Assurance Specialist	\$39.44	\$40.73	\$42.07	\$43.47	\$44.90
Quality Assurance Technician 1	\$39.44	\$40.73	\$42.07	\$43.47	\$44.90
Quality Assurance Technician 2	\$45.31	\$46.79	\$48.33	\$49.93	\$51.58
Quality Control Auditor	\$29.91	\$30.88	\$31.90	\$32.96	\$34.05
Quality Manager	\$59.79	\$61.74	\$63.78	\$65.89	\$68.07
Quality Support Supervisor	\$52.05	\$53.74	\$55.51	\$57.35	\$59.25
Receiver/Unloader	\$26.03	\$26.88	\$27.77	\$28.69	\$29.64
Scheduler	\$29.91	\$30.88	\$31.90	\$32.96	\$34.05
Security and Safety Officer	\$59.79	\$61.74	\$63.78	\$65.89	\$68.07
Security Officer 1	\$34.33	\$35.45	\$36.62	\$37.84	\$39.09
Security Officer 1, Assistant	\$29.91	\$30.88	\$31.90	\$32.96	\$34.05
Security Officer 2	\$39.44	\$40.73	\$42.07	\$43.47	\$44.90
Supply Analyst, Sr	\$39.44	\$40.73	\$42.07	\$43.47	\$44.90
Stock Clerk	\$22.67	\$23.41	\$24.18	\$24.99	\$25.81
Subject matter Expert 1	\$78.87	\$81.44	\$84.12	\$86.92	\$89.79
Subject Matter Expert 2	\$90.60	\$93.56	\$96.64	\$99.85	\$103.15
Subject Matter Expert 3	\$104.07	\$107.46	\$111.00	\$114.69	\$118.48
Subject Matter Expert 4	\$119.55	\$123.45	\$127.51	\$131.75	\$136.10
Supply Clerk	\$22.67	\$23.41	\$24.18	\$24.99	\$25.81
Telephone Operator	\$26.03	\$26.88	\$27.77	\$28.69	\$29.64
Transportation Clerk	\$34.33	\$35.45	\$36.62	\$37.84	\$39.09
Utility Operator	\$34.33	\$35.45	\$36.62	\$37.84	\$39.09
Utility Person	\$29.91	\$30.88	\$31.90	\$32.96	\$34.05
Vehicle Dispatcher	\$26.03	\$26.88	\$27.77	\$28.69	\$29.64
Warehouse Lead	\$39.44	\$40.73	\$42.07	\$43.47	\$44.90
Warehouse Specialist	\$29.91	\$30.88	\$31.90	\$32.96	\$34.05
Warehouse Supervisor	\$45.31	\$46.79	\$48.33	\$49.93	\$51.58
Warehouse Supervisor, Assistant	\$34.33	\$35.45	\$36.62	\$37.84	\$39.09
Warehouse Worker	\$26.03	\$26.88	\$27.77	\$28.69	\$29.64
Warehousing Manager	\$45.31	\$46.79	\$48.33	\$49.93	\$51.58
Warehousing Manager, Assistant	\$52.05	\$53.74	\$55.51	\$57.35	\$59.25
Work Control Assistant	\$26.03	\$26.88	\$27.77	\$28.69	\$29.64
Work Control Dispatcher	\$26.03	\$26.88	\$27.77	\$28.69	\$29.64
Work Order Clerk	\$22.67	\$23.41	\$24.18	\$24.99	\$25.81

SCA PRICES – EG&G SITE

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- SIN 811- 005: REFRIGERATION, HEATING, VENTILATION AND AIR CONDITION HVAC MAINTENANCE
- SIN 371- 001: GROUND MAINTENANCE
- SIN 371- 002: TREE PLANTING, TRIMMING AND REMOVAL
- SIN 371- 003: PEST CONTROL

LC #	Labor Category	2008		2009		2010		2011		2012	
		Hourly Rate Includes .75% IFF	Overtime Hourly Rate Includes .75% IFF								
01011	Accounting Clerk I	\$34.76	\$52.15	\$35.88	\$53.83	\$37.05	\$55.59	\$38.27	\$57.42	\$39.52	\$65.24
01012	Accounting Clerk II	\$38.24	\$57.37	\$39.48	\$59.23	\$40.76	\$61.15	\$42.11	\$63.17	\$43.48	\$69.30
01013	Accounting Clerk III	\$41.99	\$62.98	\$43.35	\$65.02	\$44.76	\$67.14	\$46.23	\$69.35	\$47.75	\$71.62
01020	Administrative Assistant	\$50.45	\$75.68	\$52.08	\$78.13	\$53.77	\$80.67	\$55.55	\$83.33	\$57.37	\$86.06
23010	Aerospace Structural Welder	\$54.34	\$81.52	\$56.10	\$84.15	\$57.92	\$86.90	\$59.83	\$89.76	\$61.79	\$92.70
15030	Air Crew Training Devices Instructor (Pilot)	\$100.83	\$151.26	\$104.09	\$156.15	\$107.48	\$161.24	\$111.02	\$166.55	\$114.66	\$172.00
30010	Air Traffic Control Specialist, Center (HFO) (2)	\$83.34	\$124.02	\$86.04	\$129.06	\$88.84	\$133.27	\$91.77	\$137.66	\$94.77	\$142.17
30011	Air Traffic Control Specialist, Station (HFO) (2)	\$89.68	\$139.53	\$91.61	\$142.42	\$93.62	\$143.93	\$95.72	\$146.58	\$97.87	\$151.80
30012	Air Traffic Control Specialist, Terminal (HFO) (2)	\$65.01	\$97.51	\$67.11	\$100.67	\$69.30	\$103.95	\$71.58	\$107.37	\$73.92	\$110.89
23040	Aircraft Mechanic Helper	\$37.44	\$56.16	\$38.65	\$57.98	\$39.91	\$59.87	\$41.23	\$61.84	\$42.98	\$63.86
23021	Aircraft Mechanic I	\$52.07	\$78.10	\$53.75	\$80.62	\$55.50	\$83.25	\$57.37	\$85.99	\$59.21	\$88.81
23022	Aircraft Mechanic II	\$54.34	\$81.52	\$56.10	\$84.15	\$57.92	\$86.90	\$59.83	\$89.76	\$61.79	\$92.70
23023	Aircraft Mechanic III	\$56.74	\$85.10	\$58.57	\$87.85	\$60.48	\$89.72	\$62.47	\$93.70	\$64.52	\$96.77
23060	Aircraft Servicer	\$43.01	\$64.52	\$44.40	\$66.60	\$45.85	\$68.77	\$47.36	\$71.04	\$48.91	\$73.37
23080	Aircraft Worker	\$43.57	\$65.36	\$44.97	\$67.47	\$46.44	\$69.67	\$47.97	\$71.96	\$49.54	\$74.32
23050	Aircraft, Painter	\$50.12	\$75.19	\$51.74	\$77.62	\$53.43	\$80.15	\$55.19	\$82.79	\$56.99	\$85.50
15010	Aircraft Training Devices Instructor (Non-Rated)	\$76.95	\$114.44	\$79.44	\$119.17	\$82.03	\$123.05	\$84.73	\$127.10	\$87.50	\$131.27
15020	Aircraft Training Devices Instructor (Rated)	\$89.75	\$134.63	\$92.65	\$138.98	\$95.67	\$143.51	\$98.82	\$148.24	\$102.06	\$153.09
27004	Alarm Monitor	\$41.72	\$62.59	\$43.07	\$64.62	\$44.47	\$66.72	\$45.94	\$68.92	\$47.44	\$71.18
12010	Ambulance Driver	\$39.41	\$59.11	\$40.68	\$61.02	\$42.01	\$63.01	\$43.39	\$65.09	\$44.81	\$67.22
23110	Appliance Mechanic	\$48.17	\$73.06	\$50.28	\$75.42	\$51.92	\$77.88	\$53.63	\$80.44	\$55.39	\$83.06
30021	Archaeological Technician I	\$41.17	\$61.75	\$42.50	\$63.75	\$43.88	\$65.83	\$45.33	\$68.00	\$46.81	\$70.22
30022	Archaeological Technician II	\$45.12	\$67.69	\$46.58	\$69.88	\$48.10	\$72.16	\$49.68	\$74.54	\$51.31	\$76.98
30023	Archaeological Technician III	\$54.71	\$82.07	\$56.48	\$84.71	\$58.32	\$87.49	\$60.24	\$90.37	\$62.21	\$93.33
16010	Assembler	\$24.35	\$36.54	\$25.14	\$37.72	\$25.96	\$38.95	\$26.81	\$40.23	\$27.69	\$41.55
05005	Automobile Body Repairer, Fiberglass	\$56.67	\$85.02	\$58.51	\$87.77	\$60.41	\$90.63	\$62.40	\$93.61	\$64.45	\$96.68
05010	Automotive Electrician	\$46.31	\$69.47	\$47.81	\$71.72	\$49.36	\$74.06	\$50.99	\$76.50	\$52.66	\$79.00
05040	Automotive Glass Installer	\$44.02	\$66.03	\$45.44	\$68.17	\$46.92	\$70.39	\$48.46	\$72.71	\$50.05	\$75.09
05070	Automotive Worker	\$44.02	\$66.03	\$45.44	\$68.17	\$46.92	\$70.39	\$48.46	\$72.71	\$50.05	\$75.09
27007	Baggage Inspector	\$30.09	\$45.14	\$31.06	\$46.60	\$32.07	\$48.12	\$33.13	\$49.71	\$34.21	\$51.33
07010	Baker	\$33.51	\$50.26	\$34.59	\$51.89	\$35.72	\$53.68	\$36.90	\$55.34	\$38.10	\$57.16
23120	Bicycle Repairer	\$36.07	\$54.11	\$37.24	\$55.86	\$38.45	\$57.68	\$39.71	\$59.58	\$41.02	\$61.53
29010	Blocker And Bracer	\$48.60	\$72.92	\$50.18	\$75.27	\$51.81	\$77.73	\$53.52	\$80.29	\$55.27	\$82.92
29010	Blocker And Bracer	\$48.60	\$72.92	\$50.18	\$75.27	\$51.81	\$77.73	\$53.52	\$80.29	\$55.27	\$82.92
29010	Boiler Tender	\$55.79	\$83.69	\$57.60	\$86.40	\$59.47	\$89.21	\$61.43	\$92.15	\$63.44	\$95.17
12011	Breath Alcohol Technician	\$39.41	\$59.11	\$40.68	\$61.02	\$42.01	\$63.01	\$43.39	\$65.09	\$44.81	\$67.22
31020	Bus Aide	\$28.84	\$43.26	\$29.77	\$44.66	\$30.74	\$46.17	\$31.75	\$47.63	\$32.79	\$49.19
31030	Bus Driver	\$39.18	\$58.78	\$40.45	\$60.88	\$41.77	\$62.66	\$43.14	\$64.72	\$44.56	\$66.84
23125	Cable Splicer	\$57.25	\$85.88	\$59.10	\$88.66	\$61.02	\$91.55	\$63.03	\$94.56	\$65.10	\$97.66
28041	Carnival Equipment Operator	\$31.81	\$47.72	\$32.84	\$49.27	\$33.91	\$50.87	\$35.02	\$52.55	\$36.17	\$54.27
28042	Carnival Equipment Repairer	\$33.75	\$50.63	\$34.85	\$52.27	\$35.98	\$53.97	\$37.17	\$55.75	\$38.38	\$57.57
28043	Carnival Equipment Worker	\$23.72	\$35.58	\$24.49	\$36.73	\$25.28	\$37.92	\$26.12	\$39.17	\$26.97	\$40.46
23130	Carpenter, Maintenance	\$48.21	\$72.32	\$49.77	\$74.66	\$51.40	\$77.09	\$53.09	\$79.63	\$54.83	\$82.24
23140	Carpenter Layer	\$44.81	\$67.22	\$46.26	\$69.40	\$47.77	\$71.66	\$49.34	\$74.02	\$50.96	\$76.44
30030	Cartographic Technician	\$56.94	\$85.41	\$58.78	\$88.17	\$60.70	\$91.04	\$62.70	\$94.04	\$64.75	\$97.12
99030	Cashier	\$27.06	\$40.60	\$27.93	\$41.91	\$28.84	\$43.27	\$29.79	\$44.70	\$30.77	\$46.16
12012	Certified Occupational Therapist Assistant	\$47.46	\$71.20	\$48.99	\$73.50	\$50.59	\$75.89	\$52.25	\$78.39	\$53.66	\$80.96
12015	Certified Physical Therapist Assistant	\$47.46	\$71.20	\$48.99	\$73.50	\$50.59	\$75.89	\$52.25	\$78.39	\$53.66	\$80.96
24570	Child Care Attendant	\$30.23	\$46.35	\$31.21	\$46.81	\$32.23	\$48.34	\$33.29	\$49.93	\$34.38	\$51.57
24580	Child Care Center Clerk	\$39.59	\$59.80	\$40.87	\$61.32	\$42.20	\$63.32	\$43.59	\$65.40	\$45.02	\$67.54
24610	Chore Aide	\$26.13	\$39.20	\$26.98	\$40.47	\$27.86	\$41.79	\$28.78	\$43.17	\$29.72	\$45.58

(8% GSA most favorable customer discount is offered)

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 SIN 371-001: GROUND MAINTENANCE
 SIN 371-002: TREE PLANTING, TRIMMING AND REMOVAL
 SIN 371-003: PEST CONTROL

LC #	Labor Category	2008			2009			2010			2011			2012		
		GSA Hourly Rate	GSA Overtime Rate	Includes 75% IFF	GSA Hourly Rate	GSA Overtime Rate	Includes 75% IFF	GSA Hourly Rate	GSA Overtime Rate	Includes 75% IFF	GSA Hourly Rate	GSA Overtime Rate	Includes 75% IFF	GSA Hourly Rate	GSA Overtime Rate	Includes 75% IFF
30081	Engineering Technician I	\$45.02	\$67.53	\$46.48	\$69.71	\$47.99	\$71.98	\$49.57	\$74.35	\$51.19	\$76.79					
30082	Engineering Technician II	\$49.75	\$74.64	\$51.36	\$77.05	\$53.03	\$79.56	\$54.78	\$82.18	\$56.57	\$84.87					
30083	Engineering Technician III	\$54.87	\$82.32	\$56.65	\$84.98	\$58.49	\$87.75	\$60.42	\$90.64	\$62.40	\$93.61					
30084	Engineering Technician IV	\$66.44	\$99.67	\$68.59	\$102.89	\$70.83	\$106.24	\$73.16	\$109.74	\$75.56	\$113.33					
30085	Engineering Technician V	\$78.73	\$118.10	\$81.28	\$121.92	\$83.93	\$125.89	\$86.69	\$130.04	\$89.53	\$134.29					
30086	Engineering Technician VI	\$95.20	\$142.80	\$98.28	\$147.42	\$104.82	\$152.22	\$108.26	\$162.38							
30089	Environmental Technician	\$49.98	\$74.96	\$51.59	\$77.39	\$53.27	\$79.91	\$55.03	\$82.54	\$56.83	\$86.24					
13011	Exhibits Specialist I	\$43.34	\$65.01	\$44.74	\$67.11	\$46.20	\$69.30	\$47.72	\$49.28	\$51.74	\$53.92					
13012	Exhibits Specialist II	\$54.00	\$81.46	\$56.05	\$84.09	\$57.88	\$86.83	\$59.79	\$89.69	\$61.74	\$92.62					
13013	Exhibits Specialist III	\$64.01	\$96.02	\$66.08	\$99.12	\$68.23	\$102.35	\$70.48	\$105.72	\$72.78	\$109.19					
23260	Fabric Worker	\$43.18	\$64.76	\$44.57	\$66.86	\$46.02	\$69.04	\$47.54	\$71.31	\$49.10	\$73.65					
24620	Family Readiness And Support Services Coordinator	\$33.04	\$49.57	\$34.11	\$51.17	\$35.22	\$52.84	\$36.38	\$54.58	\$37.57	\$56.36					
16070	Finisher, Flatwork, Machine	\$24.35	\$36.54	\$25.14	\$37.72	\$25.96	\$38.95	\$26.81	\$40.23	\$27.69	\$41.55					
23290	Fire Alarm System Mechanic	\$50.47	\$75.10	\$52.10	\$78.15	\$53.80	\$80.70	\$55.57	\$83.35	\$57.39	\$86.08					
23310	Fire Extinguisher Repairer	\$40.31	\$60.46	\$41.61	\$62.42	\$42.97	\$66.57	\$44.38	\$66.77	\$45.84	\$68.75					
27070	Firefighter	\$50.71	\$76.07	\$52.35	\$78.53	\$54.06	\$81.09	\$55.84	\$83.76	\$57.67	\$86.50					
15070	Flight Instructor (Pilot)	\$100.83	\$151.26	\$104.09	\$161.24	\$111.02	\$166.55	\$114.66	\$172.00							
07130	Food Service Worker	\$27.51	\$41.27	\$28.40	\$42.61	\$29.32	\$43.99	\$30.29	\$45.44	\$31.28	\$46.93					
21020	Food Operator	\$39.60	\$59.70	\$41.08	\$61.64	\$42.42	\$63.64	\$43.52	\$65.74	\$45.29	\$67.89					
23311	Fuel Distribution System Mechanic	\$53.23	\$79.86	\$54.95	\$82.44	\$56.74	\$85.13	\$58.61	\$87.93	\$60.53	\$90.81					
23312	Fuel Distribution System Operator	\$46.21	\$69.31	\$47.70	\$71.55	\$49.26	\$73.88	\$50.88	\$76.32	\$52.54	\$78.82					
09040	Furniture Handler	\$48.30	\$72.34	\$50.14	\$74.90	\$52.02	\$76.58	\$53.92	\$79.22	\$55.84	\$83.57					
09080	Furniture Refinisher	\$43.48	\$65.24	\$44.89	\$67.34	\$46.35	\$69.54	\$47.88	\$71.83	\$49.45	\$74.18					
09100	Furniture Refinisher Helper	\$34.88	\$52.33	\$36.01	\$54.02	\$37.18	\$55.78	\$38.41	\$62.62	\$39.66	\$69.51					
09110	Furniture Refinisher, Minor	\$39.30	\$58.97	\$40.58	\$60.87	\$41.90	\$62.86	\$43.28	\$64.93	\$44.69	\$67.05					
11090	Gardener	\$38.67	\$58.00	\$39.92	\$59.88	\$41.22	\$61.83	\$42.58	\$63.87	\$43.97	\$65.96					
28210	Gate Attendant/Gate Tender	\$32.48	\$48.73	\$33.53	\$50.30	\$34.63	\$51.94	\$35.77	\$53.65	\$36.94	\$55.41					
01111	General Clerk I	\$34.61	\$51.92	\$35.73	\$53.60	\$36.90	\$55.35	\$38.11	\$57.17	\$39.36	\$59.04					
01112	General Clerk II	\$37.89	\$56.84	\$39.12	\$58.68	\$40.39	\$60.59	\$41.72	\$62.58	\$43.09	\$64.63					
01113	General Clerk III	\$44.90	\$67.34	\$46.35	\$69.52	\$47.86	\$71.79	\$49.43	\$74.15	\$51.05	\$76.58					
23370	General Maintenance Worker	\$45.45	\$68.18	\$46.92	\$70.39	\$48.45	\$72.68	\$50.04	\$75.08	\$51.68	\$77.53					
15080	Graphic Artist	\$53.66	\$80.49	\$55.40	\$83.10	\$57.20	\$85.80	\$59.09	\$88.63	\$61.02	\$91.53					
23380	Ground Support Equipment Mechanic	\$52.07	\$78.10	\$53.75	\$80.62	\$55.50	\$83.25	\$57.33	\$85.99	\$59.21	\$88.81					
23381	Ground Support Equipment Mechanic	\$43.01	\$64.52	\$44.40	\$66.60	\$45.85	\$68.77	\$47.36	\$71.04	\$48.91	\$73.37					
23382	Ground Support Equipment Servicer	\$43.57	\$65.36	\$44.97	\$67.47	\$46.44	\$69.67	\$47.97	\$71.96	\$49.54	\$74.32					
23383	Ground Support Equipment Worker	\$30.09	\$45.14	\$31.06	\$46.60	\$32.07	\$48.12	\$33.13	\$49.71	\$34.21	\$51.33					
27102	Guard II	\$40.66	\$61.00	\$41.97	\$62.97	\$43.34	\$65.02	\$44.77	\$67.16	\$46.23	\$69.36					
23391	Gunsmith I	\$40.31	\$60.46	\$41.61	\$62.42	\$42.97	\$66.57	\$44.38	\$66.77	\$45.84	\$68.75					
23392	Gunsmith II	\$45.80	\$68.70	\$47.10	\$70.92	\$48.82	\$73.23	\$50.43	\$75.64	\$52.08	\$78.12					
23393	Gunsmith III	\$50.47	\$75.70	\$52.10	\$78.15	\$53.80	\$80.70	\$55.57	\$83.35	\$57.39	\$86.08					
29020	Hatch Tender	\$48.60	\$72.92	\$50.18	\$75.25	\$51.81	\$77.73	\$53.52	\$80.29	\$55.27	\$82.92					
23411	Heating, Ventilation And Air Conditioning Mechanic (Research Facility)	\$51.82	\$77.73	\$53.50	\$80.24	\$55.24	\$82.86	\$57.06	\$85.59	\$58.93	\$88.39					
23410	Heating, Ventilation And Air-Conditioning Mechanic	\$49.50	\$74.27	\$51.11	\$76.67	\$52.77	\$79.17	\$54.51	\$81.77	\$56.29	\$84.45					
23430	Heavy Equipment Mechanic	\$50.47	\$75.70	\$52.10	\$78.15	\$53.80	\$80.70	\$55.57	\$83.35	\$57.39	\$86.08					
23440	Heavy Equipment Operator	\$50.47	\$75.70	\$52.10	\$78.15	\$53.80	\$80.70	\$55.57	\$83.35	\$57.39	\$86.08					
24630	Homemaker	\$40.82	\$61.24	\$42.14	\$63.22	\$43.51	\$65.28	\$44.95	\$67.43	\$46.42	\$69.64					
11122	Housekeeping Aide	\$28.82	\$43.24	\$29.75	\$44.64	\$30.72	\$46.09	\$31.73	\$47.61	\$32.77	\$49.17					
01120	Housing Referral Assistant	\$49.20	\$73.80	\$50.79	\$76.18	\$52.44	\$78.66	\$54.17	\$81.26	\$55.94	\$83.92					
13041	Illustrator I	\$44.88	\$67.32	\$46.33	\$69.50	\$47.84	\$71.77	\$49.41	\$74.13	\$51.03	\$76.56					
13042	Illustrator II	\$54.48	\$81.72	\$56.24	\$84.37	\$58.08	\$87.11	\$59.99	\$92.98	\$61.95	\$92.93					
13043	Illustrator III	\$65.54	\$98.31	\$67.66	\$101.49	\$69.87	\$104.80	\$72.17	\$108.25	\$74.53	\$111.80					

SCA PRICES – EG&G SITE (CONT.)

LC #	Labor Category	SIN PRICES:													
		SIN 811- 002: COMPLETE FACILITIES MAINTENANCE				SIN 811- 003: COMPLETE FACILITIES MANAGEMENT				SIN 811- 004: ELECTRICAL, AND ALL UTILITY SERVICES					
		SIN 811- 005: REFRIGERATION, HEATING, VENTILATION AND AIR CONDITION HVAC MAINTENANCE				SIN 371- 001: GROUND MAINTENANCE				SIN 371- 002: TREE PLANTING, TRIMMING AND REMOVAL					
2008		2009		2010		2011		2012		2010		2011		2012	
GSA Hourly Rate	GSA Overtime Hourly Rate	GSA Hourly Rate	GSA Overtime Hourly Rate	GSA Hourly Rate	GSA Overtime Hourly Rate	GSA Hourly Rate	GSA Overtime Hourly Rate	GSA Hourly Rate	GSA Overtime Hourly Rate	GSA Hourly Rate	GSA Overtime Hourly Rate	GSA Hourly Rate	GSA Overtime Hourly Rate	GSA Hourly Rate	GSA Overtime Hourly Rate
Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF
CONTRACTOR SITE		CONTRACTOR SITE		CONTRACTOR SITE		CONTRACTOR SITE		CONTRACTOR SITE		CONTRACTOR SITE		CONTRACTOR SITE		CONTRACTOR SITE	
23460	Instrument Mechanic	\$50.47	\$75.70	\$52.10	\$78.15	\$53.80	\$80.70	\$55.57	\$83.35	\$57.39	\$86.08				
11150	Janitor	\$28.82	\$43.24	\$29.75	\$44.64	\$30.72	\$46.09	\$31.73	\$47.61	\$32.77	\$49.17				
99251	Laboratory Animal Caretaker I	\$27.96	\$41.95	\$28.86	\$43.30	\$29.80	\$44.71	\$30.78	\$46.19	\$31.79	\$47.70				
99252	Laboratory Animal Caretaker II	\$28.74	\$43.11	\$29.67	\$44.51	\$30.63	\$45.96	\$31.64	\$47.47	\$32.68	\$49.03				
30210	Laboratory Technician	\$48.34	\$72.51	\$49.90	\$74.85	\$51.53	\$77.29	\$53.22	\$79.83	\$54.97	\$82.45				
23465	Laboratory/Shelter Mechanic	\$48.21	\$72.32	\$49.77	\$74.66	\$51.40	\$77.09	\$53.09	\$79.63	\$54.83	\$82.24				
23470	Laborer	\$35.74	\$53.62	\$36.90	\$55.36	\$38.10	\$57.16	\$39.35	\$59.04	\$40.64	\$60.98				
11210	Laborer, Grounds Maintenance	\$30.70	\$46.06	\$31.70	\$47.55	\$32.73	\$49.10	\$33.81	\$50.72	\$34.91	\$52.38				
13047	Librarian	\$56.78	\$85.16	\$58.61	\$87.92	\$60.52	\$90.78	\$62.51	\$93.77	\$64.56	\$96.84				
13050	Library Aide/Clerk	\$29.82	\$44.73	\$30.79	\$46.18	\$31.79	\$47.68	\$32.84	\$49.25	\$33.91	\$50.87				
13054	Library Information Technology Systems Administrator	\$51.88	\$77.83	\$53.56	\$80.35	\$55.30	\$82.97	\$57.12	\$85.70	\$59.00	\$88.50				
13058	Library Technician	\$43.14	\$64.70	\$44.93	\$66.79	\$46.79	\$68.97	\$47.50	\$71.24	\$49.05	\$73.58				
12071	Licensed Practical Nurse I	\$41.64	\$62.47	\$42.99	\$64.49	\$44.39	\$66.59	\$46.85	\$68.78	\$47.35	\$71.04				
12072	Licensed Practical Nurse II	\$45.80	\$68.70	\$47.23	\$70.92	\$48.82	\$73.23	\$50.43	\$75.64	\$52.03	\$78.12				
12073	Licensed Practical Nurse III	\$50.30	\$75.46	\$51.93	\$77.90	\$53.62	\$80.43	\$55.39	\$83.08	\$57.20	\$85.80				
28310	Lifeguard	\$29.64	\$44.47	\$30.60	\$45.90	\$31.59	\$47.40	\$32.63	\$48.96	\$33.70	\$50.56				
29030	Line Handler	\$48.60	\$72.92	\$50.18	\$75.27	\$51.81	\$77.73	\$53.52	\$80.29	\$55.27	\$82.92				
23510	Locksmith	\$45.78	\$68.68	\$47.26	\$70.90	\$48.80	\$73.21	\$50.29	\$75.62	\$52.05	\$78.09				
23530	Machinery Maintenance Mechanic	\$50.47	\$75.70	\$52.10	\$78.15	\$53.80	\$80.70	\$55.57	\$83.35	\$57.39	\$86.08				
19010	Machine-Tool Operator (Tool Room)	\$45.33	\$68.00	\$46.79	\$70.20	\$48.32	\$72.49	\$49.91	\$74.87	\$51.54	\$77.33				
23550	Machinist, Maintenance	\$50.59	\$75.89	\$52.23	\$78.34	\$53.93	\$80.59	\$55.70	\$83.56	\$57.53	\$86.29				
11240	Maid or Houseman	\$27.83	\$41.76	\$28.74	\$43.11	\$29.67	\$44.52	\$30.65	\$45.98	\$31.65	\$47.49				
23580	Maintenance Trades Helper	\$37.44	\$56.16	\$38.65	\$57.98	\$39.91	\$59.87	\$41.23	\$61.84	\$42.58	\$63.96				
21030	Material Coordinator	\$48.58	\$72.87	\$50.15	\$75.23	\$51.79	\$77.68	\$53.49	\$80.24	\$55.25	\$82.87				
21040	Material Expediter	\$32.42	\$48.64	\$33.47	\$50.22	\$34.56	\$51.85	\$36.87	\$53.56	\$38.87	\$55.32				
21050	Material Handling Laborer	\$56.94	\$85.41	\$58.78	\$88.17	\$60.70	\$91.04	\$62.70	\$94.04	\$64.75	\$97.12				
07210	Meat Cutter	\$39.43	\$59.15	\$40.70	\$61.06	\$42.03	\$63.05	\$43.41	\$65.13	\$44.83	\$67.26				
13061	Media Specialist I	\$39.26	\$58.91	\$40.53	\$60.81	\$41.85	\$62.79	\$43.23	\$64.86	\$44.65	\$66.98				
13062	Media Specialist II	\$43.14	\$64.70	\$44.53	\$66.79	\$45.98	\$68.97	\$47.50	\$71.24	\$49.05	\$73.58				
13063	Media Specialist III	\$47.35	\$71.03	\$48.89	\$73.33	\$50.48	\$75.72	\$52.14	\$78.21	\$53.85	\$80.77				
12100	Medical Assistant	\$35.66	\$53.50	\$36.81	\$55.23	\$38.01	\$57.03	\$39.26	\$58.91	\$40.55	\$60.84				
12130	Medical Laboratory Technician	\$41.25	\$61.88	\$42.58	\$63.88	\$43.97	\$65.96	\$45.42	\$68.13	\$46.91	\$70.36				
12160	Medical Record Clerk	\$37.15	\$55.73	\$38.36	\$57.53	\$39.61	\$59.41	\$40.91	\$61.36	\$42.25	\$63.87				
12190	Medical Record Technician	\$40.25	\$60.38	\$41.55	\$62.33	\$42.90	\$64.36	\$44.32	\$66.48	\$45.77	\$68.66				
01141	Messenger Courier	\$27.47	\$41.21	\$28.35	\$42.54	\$29.28	\$43.93	\$30.24	\$45.38	\$31.23	\$46.86				
23591	Metrology Technician I	\$50.47	\$75.70	\$52.10	\$78.15	\$53.80	\$80.70	\$55.57	\$83.35	\$57.39	\$86.08				
23592	Metrology Technician II	\$52.82	\$79.24	\$54.54	\$81.81	\$56.31	\$84.47	\$58.16	\$87.25	\$60.07	\$90.11				
23593	Metrology Technician III	\$55.10	\$82.64	\$56.88	\$85.32	\$58.73	\$88.10	\$60.67	\$91.00	\$62.65	\$93.98				
23640	Millwright	\$54.24	\$81.35	\$55.99	\$83.99	\$57.81	\$86.72	\$59.72	\$89.58	\$61.67	\$92.51				
05110	Mobile Equipment Servicer	\$38.75	\$58.13	\$40.00	\$60.01	\$41.31	\$61.96	\$42.67	\$64.00	\$44.07	\$66.10				
99310	Mortician	\$62.33	\$93.50	\$64.34	\$96.52	\$66.44	\$99.67	\$68.63	\$102.95	\$70.87	\$106.32				
05130	Motor Equipment Metal Mechanic	\$48.46	\$72.69	\$50.03	\$75.04	\$51.66	\$76.49	\$53.36	\$80.04	\$55.11	\$82.66				
05160	Motor Equipment Metal Worker	\$44.02	\$66.03	\$45.44	\$68.17	\$46.92	\$70.39	\$48.46	\$72.71	\$50.05	\$75.09				
05190	Motor Vehicle Mechanic	\$48.46	\$72.69	\$50.03	\$75.04	\$51.66	\$76.49	\$53.36	\$80.04	\$55.11	\$82.66				
05200	Motor Vehicle Mechanic Helper	\$40.94	\$61.43	\$42.27	\$63.41	\$43.64	\$65.48	\$45.08	\$67.63	\$46.56	\$69.85				
05250	Motor Vehicle Upholstery Worker	\$43.14	\$64.70	\$44.53	\$66.79	\$45.98	\$68.97	\$47.50	\$71.24	\$49.05	\$73.58				
05280	Motor Vehicle Wrecker	\$44.02	\$66.03	\$45.44	\$68.17	\$46.92	\$70.39	\$48.46	\$72.71	\$50.05	\$75.09				
12210	Nuclear Medicine Technologist	\$65.28	\$97.92	\$67.39	\$101.09	\$69.58	\$104.37	\$71.87	\$107.82	\$74.23	\$111.35				

SCA PRICES – EG&G SITE (CONT.)

LC #	Labor Category	SIN PRICES:									
		2008		2009		2010		2011		2012	
		GSA Hourly Rate Includes .75% IFF	GSA Overtime Hourly Rate Includes .75% IFF	GSA Hourly Rate Includes .75% IFF	GSA Overtime Hourly Rate Includes .75% IFF	GSA Hourly Rate Includes .75% IFF	GSA Overtime Hourly Rate Includes .75% IFF	GSA Hourly Rate Includes .75% IFF	GSA Overtime Hourly Rate Includes .75% IFF	GSA Hourly Rate Includes .75% IFF	GSA Overtime Hourly Rate Includes .75% IFF
		CONTRACTOR SITE		CONTRACTOR SITE		CONTRACTOR SITE		CONTRACTOR SITE		CONTRACTOR SITE	
12221	Nursing Assistant I	\$25.70	\$38.57	\$26.54	\$39.81	\$27.40	\$41.11	\$28.30	\$42.47	\$29.23	\$43.86
12222	Nursing Assistant II	\$28.08	\$42.13	\$28.99	\$43.49	\$29.93	\$44.91	\$30.92	\$46.39	\$31.93	\$47.91
12223	Nursing Assistant III	\$31.46	\$47.19	\$32.48	\$48.72	\$33.54	\$50.30	\$34.64	\$51.96	\$35.77	\$53.66
12224	Nursing Assistant IV	\$34.53	\$51.80	\$35.65	\$53.47	\$36.81	\$55.22	\$38.02	\$57.03	\$39.27	\$58.90
23710	Office Appliance Repairer	\$48.21	\$72.32	\$49.77	\$74.66	\$51.40	\$77.09	\$53.09	\$79.63	\$54.83	\$82.24
12235	Optical Dispenser	\$37.54	\$56.33	\$38.76	\$58.15	\$40.02	\$60.04	\$41.34	\$62.02	\$42.69	\$64.05
12236	Optical Technician	\$33.34	\$50.02	\$34.42	\$51.63	\$35.54	\$53.32	\$36.72	\$55.07	\$37.92	\$56.88
01191	Order Clerk I	\$36.70	\$55.06	\$37.89	\$56.84	\$39.12	\$58.69	\$40.41	\$60.62	\$41.74	\$62.61
01192	Order Clerk II	\$39.88	\$59.83	\$41.17	\$61.76	\$42.51	\$63.77	\$43.91	\$65.88	\$45.35	\$68.03
21071	Order Filler	\$33.57	\$50.37	\$34.66	\$51.99	\$35.78	\$53.69	\$36.96	\$55.48	\$38.17	\$57.27
05310	Painter, Automotive	\$46.31	\$69.47	\$47.81	\$71.72	\$49.36	\$74.06	\$50.99	\$76.50	\$52.66	\$79.00
23760	Painter, Maintenance	\$48.21	\$72.32	\$49.77	\$74.66	\$51.40	\$77.09	\$53.09	\$79.63	\$54.83	\$82.24
30361	Paralegal/Legal Assistant I	\$47.94	\$71.32	\$49.08	\$73.62	\$50.67	\$76.02	\$52.34	\$78.53	\$54.06	\$81.10
30362	Paralegal/Legal Assistant II	\$57.35	\$86.02	\$59.20	\$88.81	\$61.13	\$91.70	\$63.15	\$94.72	\$65.21	\$97.82
30363	Paralegal/Legal Assistant III	\$68.68	\$103.02	\$70.90	\$106.36	\$73.21	\$109.82	\$75.62	\$113.44	\$78.09	\$117.15
30364	Paralegal/Legal Assistant IV	\$81.74	\$122.63	\$84.39	\$126.59	\$87.14	\$130.71	\$90.01	\$135.02	\$92.95	\$139.44
28350	Park Attendant (Aide)	\$35.56	\$53.34	\$36.71	\$55.06	\$37.90	\$56.85	\$39.15	\$58.73	\$40.43	\$60.65
31260	Parking and Lot Attendant	\$24.27	\$36.42	\$25.06	\$37.59	\$25.87	\$38.82	\$26.72	\$40.10	\$27.60	\$41.41
14150	Peripheral Equipment Operator	\$38.16	\$57.25	\$39.39	\$59.10	\$40.68	\$61.02	\$42.01	\$63.03	\$43.39	\$65.10
14160	Personal Computer Support Technician	\$50.90	\$76.36	\$52.54	\$78.83	\$54.26	\$81.39	\$56.04	\$84.07	\$57.88	\$86.83
01261	Personnel Assistant (Employment) I	\$38.16	\$57.25	\$39.39	\$59.10	\$40.68	\$61.02	\$42.01	\$63.03	\$43.39	\$65.10
01262	Personnel Assistant (Employment) II	\$42.34	\$63.51	\$43.71	\$65.57	\$45.13	\$67.70	\$46.62	\$69.93	\$48.14	\$72.22
01263	Personnel Assistant (Employment) III	\$49.20	\$73.80	\$50.79	\$76.18	\$52.44	\$78.66	\$54.17	\$81.26	\$56.94	\$83.92
99410	Pest Controller	\$34.66	\$51.98	\$35.78	\$53.66	\$36.94	\$55.41	\$38.16	\$57.24	\$39.41	\$59.11
12250	Pharmacy Technician	\$35.34	\$53.77	\$37.00	\$55.50	\$38.21	\$57.31	\$39.47	\$59.20	\$40.76	\$61.14
12280	Photobonomist	\$34.53	\$51.80	\$35.65	\$53.47	\$36.81	\$55.22	\$38.02	\$57.03	\$39.27	\$58.90
99510	Photomixing Worker	\$29.64	\$44.47	\$30.60	\$45.90	\$31.59	\$47.40	\$32.63	\$48.96	\$33.70	\$50.56
13071	Photographer I	\$36.56	\$54.85	\$37.74	\$56.62	\$38.97	\$58.47	\$40.26	\$60.39	\$41.57	\$62.37
13072	Photographer II	\$41.70	\$62.55	\$43.05	\$64.57	\$44.45	\$66.68	\$45.92	\$68.87	\$47.42	\$71.13
13073	Photographer III	\$50.59	\$75.89	\$52.23	\$78.34	\$53.93	\$80.89	\$55.70	\$83.56	\$57.53	\$86.29
13074	Photographer IV	\$59.87	\$89.81	\$61.80	\$92.72	\$63.82	\$95.74	\$65.92	\$98.89	\$68.08	\$102.13
13075	Photographer V	\$66.22	\$99.34	\$68.36	\$102.55	\$70.59	\$105.89	\$72.91	\$109.38	\$75.30	\$112.96
30390	Photo-Optics Technician	\$56.94	\$85.41	\$58.17	\$88.17	\$60.70	\$91.04	\$62.50	\$94.04	\$64.75	\$97.62
23790	Pipefitter, Maintenance	\$53.13	\$79.70	\$54.85	\$82.27	\$56.64	\$84.95	\$58.50	\$87.75	\$60.42	\$90.12
23810	Plumber, Maintenance	\$49.50	\$74.27	\$51.11	\$76.67	\$52.77	\$79.17	\$54.51	\$81.77	\$56.29	\$84.45
23820	Pneumatic Systems Mechanic	\$50.47	\$75.70	\$52.10	\$78.15	\$53.80	\$80.70	\$55.57	\$83.35	\$57.39	\$86.08
27131	Police Officer I	\$55.55	\$83.32	\$57.34	\$86.01	\$59.21	\$91.74	\$61.16	\$91.74	\$63.16	\$94.75
27132	Police Officer II	\$61.00	\$91.49	\$62.97	\$94.45	\$65.02	\$97.53	\$67.16	\$100.74	\$69.36	\$104.04
16090	Presser, Hand	\$24.35	\$36.54	\$25.14	\$37.72	\$25.96	\$38.95	\$26.81	\$40.23	\$27.69	\$41.55
16110	Presser, Machine, Drycleaning	\$24.35	\$36.54	\$25.14	\$37.72	\$25.96	\$38.95	\$26.81	\$40.23	\$27.69	\$41.55
16130	Presser, Machine, Shirts	\$24.35	\$36.54	\$25.14	\$37.72	\$25.96	\$38.95	\$26.81	\$40.23	\$27.69	\$41.55
16160	Presser, Machine, Wearing Apparel, Laundry	\$24.35	\$36.54	\$25.14	\$37.72	\$25.96	\$38.95	\$26.81	\$40.23	\$27.69	\$41.55
01270	Production Control Clerk	\$49.07	\$73.61	\$50.66	\$75.99	\$52.31	\$78.81	\$54.04	\$81.05	\$55.80	\$83.71
21080	Production Line Worker (Food Processing)	\$39.80	\$59.70	\$41.08	\$61.64	\$42.42	\$63.64	\$43.82	\$65.74	\$45.25	\$67.89
11260	Pruner	\$28.82	\$43.24	\$29.75	\$44.64	\$30.72	\$46.09	\$31.73	\$47.61	\$32.77	\$49.17
05340	Radiator Repair Specialist	\$44.02	\$66.03	\$45.44	\$68.17	\$46.92	\$70.39	\$48.46	\$72.71	\$50.05	\$75.09
12305	Radiologic Technologist	\$63.06	\$96.61	\$65.10	\$97.67	\$67.22	\$100.85	\$69.44	\$104.17	\$71.71	\$107.58
01280	Receptionist	\$31.69	\$47.54	\$32.71	\$49.08	\$33.78	\$50.67	\$34.89	\$52.34	\$36.03	\$54.26
28510	Recreation Aide/Health Facility Attendant	\$27.71	\$41.58	\$28.61	\$42.92	\$29.54	\$44.32	\$30.51	\$45.78	\$31.51	\$47.28
28515	Recreation Specialist	\$42.50	\$63.76	\$43.87	\$65.82	\$45.30	\$67.97	\$46.80	\$70.21	\$48.33	\$72.50

SCA PRICES – EG&G SITE (CONT.)

SIN PRICES:

SIN 811-002: COMPLETE FACILITIES MAINTENANCE
 SIN 811-003: COMPLETE FACILITIES MANAGEMENT
 SIN 811-004: ELECTRICAL, AND ALL UTILITY SERVICES
 SIN 811-005: REFRIGERATION, HEATING, VENTILATION AND AIR CONDITION
 HVAC MAINTENANCE
 SIN 371-001: GROUND MAINTENANCE
 SIN 371-002: TREE PLANTING, TRIMMING AND REMOVAL
 SIN 371-003: PEST CONTROL

L.C.#	Labor Category	2008			2009			2010			2011			2012		
		Hourly Rate	GSA Overtime Hourly Rate	Includes .75% IFF	Hourly Rate	GSA Overtime Hourly Rate	Includes .75% IFF	Hourly Rate	GSA Overtime Hourly Rate	Includes .75% IFF	Hourly Rate	GSA Overtime Hourly Rate	Includes .75% IFF	Hourly Rate	GSA Overtime Hourly Rate	Includes .75% IFF
99710	Recycling Laborer	\$36.21	\$54.32	\$37.38	\$56.07	\$38.60	\$57.90	\$39.87	\$59.81	\$41.18	\$61.77					
99711	Recycling Specialist	\$41.37	\$62.06	\$42.71	\$64.07	\$44.10	\$66.15	\$45.56	\$68.33	\$47.05	\$70.57					
99730	Refuse Collector	\$32.85	\$49.28	\$33.92	\$50.87	\$35.02	\$52.53	\$36.17	\$54.26	\$37.36	\$56.04					
12311	Registered Nurse I	\$57.55	\$86.33	\$59.42	\$89.12	\$61.35	\$92.03	\$63.37	\$95.06	\$65.45	\$98.17					
12312	Registered Nurse II	\$70.46	\$105.69	\$72.74	\$109.10	\$75.11	\$112.66	\$77.58	\$116.37	\$80.12	\$120.18					
12313	Registered Nurse II, Specialist	\$70.46	\$105.69	\$72.74	\$109.10	\$75.11	\$112.66	\$77.58	\$116.37	\$80.12	\$120.18					
12314	Registered Nurse III	\$83.87	\$125.82	\$86.59	\$129.89	\$89.41	\$134.12	\$92.35	\$138.54	\$95.38	\$143.08					
12315	Registered Nurse III, Anesthetist	\$83.87	\$125.82	\$86.59	\$129.89	\$89.41	\$134.12	\$92.35	\$138.54	\$95.38	\$143.08					
12316	Registered Nurse IV	\$99.26	\$148.88	\$102.47	\$153.70	\$105.80	\$158.70	\$109.29	\$163.93	\$112.87	\$169.30					
01290	Rental Clerk	\$38.16	\$57.25	\$39.39	\$59.10	\$40.68	\$61.02	\$42.01	\$63.03	\$43.39	\$65.10					
23850	Rigger	\$50.47	\$75.70	\$52.10	\$78.15	\$53.80	\$80.70	\$55.57	\$83.35	\$57.39	\$86.08					
99310	Sales Clerk	\$29.31	\$43.97	\$30.26	\$45.40	\$31.24	\$46.88	\$32.27	\$48.42	\$33.33	\$50.01					
23870	Scale Mechanic	\$45.80	\$68.70	\$47.28	\$70.92	\$48.82	\$73.23	\$50.43	\$75.64	\$52.08	\$78.12					
12317	Scheduler (Drug and Alcohol Testing)	\$42.50	\$63.76	\$43.87	\$65.82	\$45.30	\$67.97	\$46.80	\$70.21	\$48.33	\$72.50					
01300	Scheduler, Maintenance	\$38.16	\$57.25	\$39.39	\$59.10	\$40.68	\$61.02	\$42.01	\$63.03	\$43.39	\$65.10					
99820	School Crossing Guard	\$29.80	\$44.71	\$30.76	\$46.16	\$31.77	\$47.66	\$32.81	\$49.23	\$33.89	\$50.84					
01311	Secretary I	\$39.51	\$59.27	\$40.79	\$61.19	\$42.12	\$63.19	\$43.50	\$65.27	\$44.93	\$67.40					
01312	Secretary II	\$42.58	\$63.88	\$43.96	\$65.95	\$45.39	\$68.10	\$46.89	\$70.34	\$48.42	\$72.64					
01313	Secretary III	\$49.20	\$73.80	\$50.79	\$76.18	\$52.44	\$78.66	\$54.17	\$81.26	\$55.94	\$83.92					
01320	Service Order Dispatcher	\$38.92	\$58.37	\$40.17	\$60.26	\$41.48	\$62.22	\$42.85	\$64.27	\$44.25	\$66.38					
16190	Sewing Machine Operator	\$47.64	\$71.46	\$49.18	\$73.77	\$50.78	\$76.18	\$52.46	\$78.68	\$54.17	\$81.26					
25040	Sewage Plant Operator	\$30.89	\$46.33	\$31.89	\$47.83	\$32.92	\$49.39	\$34.01	\$51.01	\$35.12	\$52.68					
23890	Sheet Metal Worker, Maintenance	\$50.47	\$75.70	\$52.10	\$78.15	\$53.80	\$80.70	\$55.57	\$83.35	\$57.39	\$86.08					
21110	Shipping Packer	\$36.13	\$54.20	\$37.30	\$55.95	\$38.51	\$57.77	\$39.78	\$59.67	\$41.08	\$61.63					
21130	Shipping/Receiving Clerk	\$36.13	\$54.20	\$37.30	\$55.95	\$38.51	\$57.77	\$39.78	\$59.67	\$41.08	\$61.63					
31290	Shuttle Bus Driver	\$34.96	\$52.45	\$36.09	\$54.15	\$37.27	\$55.91	\$38.50	\$57.76	\$39.76	\$59.65					
23910	Small Engine Mechanic	\$47.58	\$71.38	\$49.12	\$73.69	\$50.72	\$76.09	\$52.39	\$78.59	\$54.10	\$81.17					
28630	Sports Official	\$29.64	\$44.47	\$30.60	\$45.90	\$31.59	\$47.40	\$32.63	\$48.96	\$33.70	\$50.56					
25070	Stationary Engineer	\$55.79	\$83.69	\$57.60	\$86.40	\$59.47	\$93.21	\$61.43	\$92.15	\$63.44	\$95.17					
29041	Stevadore I	\$45.80	\$68.70	\$47.28	\$70.92	\$48.82	\$73.23	\$50.43	\$75.64	\$52.08	\$78.12					
29042	Stevadore II	\$50.84	\$76.25	\$52.48	\$78.72	\$54.19	\$81.28	\$55.97	\$83.96	\$57.81	\$86.71					
21150	Stock Clerk	\$35.90	\$53.87	\$37.07	\$55.61	\$38.27	\$57.42	\$39.53	\$59.31	\$40.83	\$61.25					
21140	Store Worker I	\$26.91	\$40.37	\$27.78	\$41.68	\$28.69	\$43.03	\$29.63	\$44.45	\$30.60	\$45.91					
01410	Supply Technician	\$50.45	\$75.68	\$52.08	\$78.13	\$53.77	\$80.67	\$55.55	\$83.33	\$57.37	\$86.06					
99830	Survey Party Chief	\$45.76	\$68.64	\$47.24	\$70.85	\$48.78	\$73.16	\$50.38	\$75.57	\$52.03	\$78.05					
01420	Survey Worker	\$42.34	\$63.51	\$43.71	\$65.57	\$45.13	\$67.70	\$46.62	\$69.93	\$48.14	\$72.22					
99831	Surveying Aide	\$30.91	\$46.73	\$31.91	\$47.87	\$32.95	\$49.43	\$34.03	\$51.06	\$35.15	\$52.73					
99832	Surveying Technician	\$43.81	\$65.73	\$45.23	\$67.85	\$46.70	\$70.06	\$48.24	\$72.37	\$49.82	\$74.74					
28690	Swimming Pool Operator	\$37.89	\$56.84	\$39.12	\$58.68	\$40.39	\$60.59	\$41.72	\$62.58	\$43.09	\$64.63					
16220	Tailor	\$32.38	\$48.58	\$33.43	\$50.15	\$34.52	\$51.79	\$35.66	\$53.49	\$36.82	\$55.25					
31310	Taxi Driver	\$35.15	\$52.72	\$36.28	\$54.43	\$37.47	\$56.20	\$38.70	\$58.05	\$39.97	\$59.95					
15090	Technical Instructor/Course Developer	\$50.96	\$76.44	\$52.61	\$78.91	\$54.32	\$81.48	\$56.11	\$84.17	\$57.95	\$89.82					
15095	Technical Instructor/Course Developer	\$50.96	\$76.44	\$52.61	\$78.91	\$54.32	\$81.48	\$56.11	\$84.17	\$57.95	\$89.82					
30461	Technical Writer I	\$60.87	\$91.31	\$62.84	\$94.26	\$64.89	\$97.33	\$67.03	\$100.54	\$69.22	\$103.83					
30462	Technical Writer II	\$47.99	\$71.99	\$49.54	\$74.32	\$51.15	\$76.74	\$52.84	\$79.27	\$54.57	\$81.87					
30463	Technical Writer III	\$57.25	\$85.88	\$59.10	\$88.66	\$61.02	\$91.55	\$63.03	\$94.56	\$65.10	\$97.66					
30463	Technical Writer III	\$67.90	\$101.86	\$70.09	\$105.15	\$72.38	\$108.58	\$74.76	\$112.15	\$77.21	\$115.82					

SCA PRICES – EG&G SITE (CONT.)

SIN PRICES:

SIN 811-002: COMPLETE FACILITIES MAINTENANCE
 SIN 811-003: COMPLETE FACILITIES MANAGEMENT
 SIN 811-004: ELECTRICAL, AND ALL UTILITY SERVICES
 SIN 811-005: REFRIGERATION, HEATING, VENTILATION AND AIR CONDITION
 HVAC MAINTENANCE
 SIN 371-001: GROUND MAINTENANCE
 SIN 371-002: TREE PLANTING, TRIMMING AND REMOVAL
 SIN 371-003: PEST CONTROL

L.C.#	Labor Category	2008		2009		2010		2011		2012	
		GSA Hourly Rate	GSA Overtime Hourly Rate	GSA Hourly Rate	GSA Overtime Hourly Rate	GSA Hourly Rate	GSA Overtime Hourly Rate	GSA Hourly Rate	GSA Overtime Hourly Rate	GSA Hourly Rate	GSA Overtime Hourly Rate
		Includes .75% IFF	Includes .75% IFF								
		CONTRACTOR SITE	CONTRACTOR SITE								
23931	Telecommunications Mechanic I	\$56.55	\$84.84	\$58.38	\$87.58	\$60.28	\$90.43	\$62.27	\$93.41	\$64.31	\$96.47
23932	Telecommunications Mechanic II	\$59.25	\$88.89	\$61.17	\$91.77	\$63.16	\$94.76	\$65.24	\$97.88	\$67.38	\$101.08
23950	Telephone Lineman	\$52.00	\$78.02	\$53.69	\$80.54	\$55.43	\$83.16	\$57.26	\$85.90	\$59.14	\$88.71
15110	Test Proctor	\$41.97	\$62.96	\$43.32	\$65.00	\$44.74	\$67.11	\$46.21	\$69.33	\$47.72	\$71.60
05370	Tire Repairer	\$36.07	\$54.11	\$37.24	\$55.86	\$38.45	\$57.68	\$39.71	\$59.58	\$41.02	\$61.53
19040	Tool And Die Maker	\$53.72	\$80.60	\$55.46	\$83.20	\$57.27	\$85.91	\$59.15	\$88.74	\$61.09	\$91.65
21210	Tools And Parts Attendant	\$41.31	\$61.98	\$42.65	\$63.98	\$44.04	\$66.07	\$45.49	\$68.24	\$46.98	\$70.48
11270	Tractor Operator	\$35.58	\$53.38	\$36.73	\$55.10	\$37.92	\$56.90	\$39.17	\$58.77	\$40.46	\$60.70
11330	Trail Maintenance Worker	\$30.70	\$46.06	\$31.70	\$47.55	\$32.73	\$49.10	\$33.81	\$50.72	\$34.91	\$52.38
05400	Transmission Repair Specialist	\$48.46	\$72.69	\$50.03	\$75.04	\$51.66	\$77.49	\$53.36	\$80.04	\$55.11	\$82.66
01531	Travel Clerk I	\$30.46	\$45.70	\$31.44	\$47.17	\$32.47	\$48.71	\$33.54	\$50.31	\$34.63	\$51.96
01532	Travel Clerk II	\$32.26	\$48.40	\$33.30	\$49.96	\$34.39	\$51.59	\$35.52	\$53.29	\$36.68	\$55.04
01533	Travel Clerk III	\$34.16	\$51.25	\$35.27	\$52.90	\$36.42	\$54.63	\$37.62	\$56.43	\$38.85	\$58.27
31363	Truckdriver, Heavy	\$44.20	\$66.30	\$45.63	\$68.44	\$47.12	\$70.67	\$48.67	\$73.00	\$50.26	\$75.39
31361	Truckdriver, Light	\$34.96	\$52.45	\$36.09	\$54.15	\$37.27	\$55.91	\$38.50	\$57.76	\$39.76	\$59.65
31362	Truckdriver, Medium	\$41.52	\$62.29	\$42.99	\$64.30	\$44.26	\$66.39	\$45.71	\$68.58	\$47.21	\$70.83
31364	Truckdriver, Tractor-Trailer	\$44.20	\$66.30	\$45.63	\$68.44	\$47.12	\$70.67	\$48.67	\$73.00	\$50.26	\$75.39
15120	Tutor	\$41.97	\$62.96	\$43.32	\$65.00	\$44.74	\$67.11	\$46.21	\$69.33	\$47.72	\$71.60
30494	Unexploded (UXO) Safety Escort	\$50.53	\$75.80	\$52.16	\$78.26	\$53.86	\$80.80	\$55.64	\$83.47	\$57.46	\$86.20
30495	Unexploded (UXO) Sweep Personnel	\$50.53	\$75.80	\$52.16	\$78.26	\$53.86	\$80.80	\$55.64	\$83.47	\$57.46	\$86.20
30491	Unexploded Ordnance (UXO) Technician I	\$59.77	\$89.65	\$61.70	\$92.55	\$63.71	\$95.56	\$65.81	\$98.71	\$67.96	\$101.94
30492	Unexploded Ordnance (UXO) Technician II	\$70.36	\$109.54	\$72.63	\$108.96	\$75.00	\$112.51	\$77.47	\$116.21	\$80.00	\$120.02
30493	Unexploded Ordnance (UXO) Technician III	\$70.36	\$109.54	\$72.63	\$108.96	\$75.00	\$112.51	\$77.47	\$116.21	\$80.00	\$120.02
09130	Upholsterer	\$43.48	\$65.24	\$44.89	\$67.34	\$46.35	\$69.54	\$47.88	\$71.83	\$49.45	\$74.18
99840	Vending Machine Attendant	\$29.99	\$44.98	\$30.96	\$46.43	\$31.96	\$47.95	\$33.02	\$49.52	\$34.10	\$51.15
99841	Vending Machine Repairer	\$36.99	\$55.49	\$38.19	\$57.28	\$39.43	\$59.15	\$40.73	\$61.09	\$42.06	\$63.09
99842	Vending Machine Repairer Helper	\$29.99	\$44.98	\$30.96	\$46.43	\$31.96	\$47.95	\$33.02	\$49.52	\$34.10	\$51.15
25190	Ventilation Equipment Tender	\$40.84	\$61.26	\$42.16	\$63.24	\$43.54	\$65.30	\$44.97	\$67.45	\$46.44	\$69.66
13110	Video Teleconference Technician	\$39.26	\$58.91	\$40.53	\$60.81	\$41.85	\$62.79	\$43.23	\$64.86	\$44.65	\$66.98
07260	Waitress	\$24.11	\$36.17	\$24.89	\$37.34	\$25.70	\$38.56	\$26.54	\$39.83	\$27.41	\$41.13
21410	Warehouse Specialist	\$39.80	\$59.70	\$41.08	\$61.64	\$42.42	\$63.64	\$43.82	\$65.74	\$45.25	\$67.89
16250	Washer, Machine	\$25.85	\$38.77	\$26.68	\$40.03	\$27.55	\$41.33	\$28.46	\$42.69	\$29.39	\$44.09
25210	Water Treatment Plant Operator	\$71.64	\$107.46	\$73.48	\$109.78	\$75.32	\$112.18	\$77.16	\$114.66	\$79.00	\$117.13
30620	Weather Observer, Combined Upper Air Or Surface Programs (3)	\$64.40	\$96.59	\$66.48	\$99.72	\$68.64	\$102.96	\$70.90	\$106.36	\$73.23	\$109.84
30621	Weather Observer, Senior (3)	\$69.02	\$103.54	\$71.26	\$106.88	\$73.58	\$110.37	\$76.00	\$114.00	\$78.49	\$117.73
23960	Welder, Combination, Maintenance	\$50.47	\$75.70	\$52.10	\$78.15	\$53.80	\$80.70	\$55.57	\$83.35	\$57.39	\$86.08
23965	Well Driller	\$50.47	\$75.70	\$52.10	\$78.15	\$53.80	\$80.70	\$55.57	\$83.35	\$57.39	\$86.08
11360	Window Cleaner	\$29.68	\$44.53	\$30.64	\$45.97	\$31.64	\$47.47	\$32.68	\$49.03	\$33.75	\$50.63
23970	Woodcraft Worker	\$50.47	\$75.70	\$52.10	\$78.15	\$53.80	\$80.70	\$55.57	\$83.35	\$57.39	\$86.08
23980	Woodworker	\$40.31	\$60.46	\$41.61	\$62.42	\$42.97	\$64.45	\$44.38	\$66.57	\$45.84	\$68.75
01611	Word Processor I	\$34.70	\$52.04	\$35.82	\$53.73	\$36.99	\$55.48	\$38.20	\$57.31	\$39.45	\$59.18
01612	Word Processor II	\$38.16	\$57.25	\$39.39	\$59.10	\$40.68	\$61.02	\$42.01	\$63.03	\$43.39	\$65.10
01613	Word Processor III	\$42.34	\$63.51	\$43.71	\$65.57	\$45.13	\$67.70	\$46.62	\$69.93	\$48.14	\$72.22

SCA PRICES – GOVERNMENT SITE

LC #	Labor Category	SIN PRICES:											
		COMPLETE FACILITIES MAINTENANCE COMPLETE FACILITIES MANAGEMENT ELECTRICAL, AND ALL UTILITY SERVICES REFRIGERATION, HEATING, VENTILATION AND AIR CONDITION HVAC MAINTENANCE GROUND MAINTENANCE TREE PLANTING, TRIMMING AND REMOVAL PEST CONTROL											
		2008		2009		2010		2011		2012		GOVERNMENT SITE	
Hourly Rate Includes .75% IFF	Overtime Hourly Rate Includes .75% IFF	Hourly Rate Includes .75% IFF	Overtime Hourly Rate Includes .75% IFF	Hourly Rate Includes .75% IFF	Overtime Hourly Rate Includes .75% IFF	Hourly Rate Includes .75% IFF	Overtime Hourly Rate Includes .75% IFF	Hourly Rate Includes .75% IFF	Overtime Hourly Rate Includes .75% IFF	Hourly Rate Includes .75% IFF	Overtime Hourly Rate Includes .75% IFF	Hourly Rate Includes .75% IFF	Overtime Hourly Rate Includes .75% IFF
01011	Accounting Clerk I	\$31.31	\$46.97	\$35.88	\$48.50	\$37.05	\$50.10	\$38.27	\$51.76	\$39.52	\$53.47	\$39.52	\$53.47
01012	Accounting Clerk II	\$34.44	\$51.68	\$39.48	\$53.36	\$40.76	\$55.12	\$42.11	\$56.95	\$43.48	\$58.83	\$43.48	\$58.83
01013	Accounting Clerk III	\$37.82	\$56.73	\$43.35	\$58.58	\$44.76	\$60.51	\$46.23	\$62.52	\$47.75	\$64.58	\$47.75	\$64.58
01020	Administrative Assistant	\$45.44	\$68.17	\$52.08	\$70.39	\$53.77	\$72.71	\$55.55	\$75.12	\$57.37	\$77.61	\$57.37	\$77.61
23010	Aerospace Structural Welder	\$38.13	\$73.43	\$56.10	\$75.82	\$57.92	\$78.32	\$59.83	\$80.92	\$61.79	\$83.59	\$61.79	\$83.59
15030	Air Crew Training Devices Instructor (Pilot)	\$29.24	\$136.25	\$104.09	\$140.69	\$107.48	\$145.32	\$111.02	\$150.15	\$114.66	\$155.11	\$114.66	\$155.11
30011	Air Traffic Control Specialist, Center (HFO) (2)	\$31.36	\$112.61	\$86.04	\$116.29	\$88.84	\$120.11	\$91.77	\$124.10	\$94.77	\$128.20	\$94.77	\$128.20
30012	Air Traffic Control Specialist, Station (HFO) (2)	\$36.31	\$80.64	\$61.61	\$83.27	\$63.62	\$86.01	\$65.72	\$88.07	\$67.87	\$91.80	\$67.87	\$91.80
30014	Air Traffic Control Specialist, Terminal (HFO) (2)	\$29.39	\$87.84	\$67.11	\$90.70	\$69.30	\$93.69	\$71.58	\$96.80	\$73.92	\$100.00	\$73.92	\$100.00
33040	Aircraft Mechanic Helper	\$29.39	\$60.59	\$38.65	\$52.24	\$39.91	\$53.96	\$41.23	\$55.75	\$42.58	\$57.39	\$42.58	\$57.39
23021	Aircraft Mechanic I	\$31.18	\$70.35	\$53.75	\$72.64	\$55.50	\$75.03	\$57.33	\$77.52	\$59.21	\$80.08	\$59.21	\$80.08
23022	Aircraft Mechanic II	\$34.13	\$73.43	\$56.10	\$75.82	\$57.92	\$78.32	\$59.83	\$80.92	\$61.79	\$83.59	\$61.79	\$83.59
23023	Aircraft Mechanic III	\$40.44	\$76.66	\$58.57	\$79.16	\$60.48	\$81.76	\$62.47	\$84.48	\$64.52	\$87.27	\$64.52	\$87.27
23080	Aircraft Worker	\$44.32	\$58.12	\$44.40	\$60.01	\$45.85	\$61.99	\$47.36	\$64.04	\$48.91	\$67.02	\$48.91	\$67.02
23050	Aircraft Painter	\$33.06	\$58.87	\$44.97	\$62.93	\$46.44	\$62.79	\$47.97	\$64.88	\$49.54	\$67.02	\$49.54	\$67.02
15020	Aircraft Training Devices Instructor (Non-Rated)	\$103.98	\$71.74	\$69.93	\$53.43	\$72.24	\$55.19	\$74.64	\$56.99	\$77.10	\$77.10	\$77.10	
15020	Aircraft Training Devices Instructor (Non-Rated)	\$121.27	\$92.65	\$79.44	\$107.37	\$82.03	\$110.90	\$84.73	\$114.59	\$87.50	\$118.37	\$87.50	\$118.37
27004	Alarm Monitor	\$38.13	\$56.38	\$43.07	\$58.22	\$44.47	\$60.14	\$46.94	\$62.63	\$47.44	\$64.19	\$47.44	\$64.19
12010	Ambulance Driver	\$44.32	\$58.24	\$40.68	\$54.98	\$42.01	\$56.79	\$43.39	\$58.68	\$44.81	\$60.61	\$44.81	\$60.61
23110	Appliance Mechanic	\$41.20	\$65.81	\$50.28	\$67.95	\$51.92	\$70.19	\$53.63	\$72.52	\$55.39	\$74.92	\$55.39	\$74.92
30021	Archaeological Technician I	\$28.54	\$55.62	\$42.50	\$57.44	\$43.88	\$59.43	\$45.33	\$61.30	\$46.81	\$63.32	\$46.81	\$63.32
30022	Archaeological Technician II	\$34.37	\$60.97	\$46.58	\$62.96	\$48.10	\$65.04	\$49.68	\$67.19	\$51.31	\$69.41	\$51.31	\$69.41
30023	Archaeological Technician III	\$34.37	\$73.93	\$56.48	\$76.34	\$58.32	\$78.85	\$60.24	\$81.47	\$62.21	\$84.16	\$62.21	\$84.16
16010	Assembler	\$35.59	\$32.91	\$25.14	\$33.99	\$25.96	\$35.11	\$26.81	\$36.27	\$27.69	\$37.47	\$27.69	\$37.47
05005	Automobile Body Repairer, Fiberglass	\$38.36	\$76.58	\$58.51	\$79.08	\$60.41	\$81.68	\$62.40	\$84.39	\$64.45	\$87.18	\$64.45	\$87.18
05010	Automotive Electrician	\$44.32	\$62.58	\$47.81	\$64.62	\$49.36	\$66.73	\$50.99	\$68.06	\$62.66	\$71.24	\$62.66	\$71.24
05040	Automotive Glass Installer	\$35.05	\$59.48	\$45.44	\$61.42	\$46.92	\$63.44	\$48.46	\$65.55	\$50.05	\$67.11	\$50.05	\$67.11
05070	Automotive Worker	\$45.44	\$61.42	\$45.44	\$61.42	\$45.92	\$63.44	\$48.46	\$65.55	\$50.05	\$67.11	\$50.05	\$67.11
27007	Baggage Inspector	\$38.13	\$40.66	\$31.06	\$41.99	\$32.07	\$43.37	\$34.81	\$44.81	\$34.21	\$46.29	\$34.21	\$46.29
07010	Baker	\$27.43	\$45.27	\$34.59	\$46.75	\$35.72	\$48.29	\$36.90	\$49.89	\$38.10	\$51.54	\$38.10	\$51.54
23120	Bicycle Repairer	\$29.06	\$48.74	\$37.24	\$50.33	\$38.45	\$51.99	\$39.71	\$53.71	\$41.02	\$55.49	\$41.02	\$55.49
29010	Blocker And Bracer	\$30.77	\$65.68	\$50.18	\$67.82	\$51.81	\$70.05	\$53.52	\$72.38	\$55.27	\$74.77	\$55.27	\$74.77
25010	Boiler Tender	\$31.25	\$75.38	\$57.60	\$77.84	\$59.47	\$80.40	\$61.43	\$83.07	\$63.44	\$85.82	\$63.44	\$85.82
12011	Breath Alcohol Technician	\$34.37	\$53.24	\$40.68	\$54.98	\$42.01	\$56.79	\$43.39	\$58.68	\$44.81	\$60.61	\$44.81	\$60.61
31020	Bus Aide	\$38.13	\$38.96	\$29.77	\$40.23	\$30.74	\$41.56	\$31.75	\$42.94	\$32.79	\$44.36	\$32.79	\$44.36
31030	Bus Driver	\$51.05	\$52.95	\$40.45	\$54.68	\$41.72	\$56.48	\$43.14	\$58.35	\$44.56	\$60.28	\$44.56	\$60.28
28041	Cable Splicer	\$41.71	\$77.36	\$59.10	\$79.88	\$61.02	\$82.51	\$63.03	\$85.25	\$65.10	\$88.07	\$65.10	\$88.07
28042	Carnival Equipment Operator	\$39.65	\$42.99	\$32.84	\$44.39	\$33.91	\$45.85	\$35.02	\$47.37	\$36.17	\$48.94	\$36.17	\$48.94
28043	Carnival Equipment Repairer	\$39.65	\$45.61	\$34.85	\$47.09	\$35.98	\$48.64	\$37.17	\$50.26	\$38.38	\$51.92	\$38.38	\$51.92
28044	Carnival Equipment Worker	\$34.91	\$32.05	\$24.49	\$33.09	\$25.28	\$34.18	\$26.12	\$35.32	\$26.97	\$36.48	\$26.97	\$36.48
23130	Carpenter, Maintenance	\$43.65	\$65.14	\$49.77	\$67.27	\$51.40	\$69.48	\$53.09	\$71.79	\$54.83	\$74.16	\$54.83	\$74.16
23140	Carpet Layer	\$29.65	\$60.55	\$46.26	\$62.52	\$47.77	\$64.58	\$49.24	\$66.73	\$50.98	\$68.93	\$50.98	\$68.93
30030	Cartographic Technician	\$43.65	\$76.93	\$58.78	\$79.44	\$60.70	\$82.06	\$62.70	\$84.78	\$64.75	\$87.56	\$64.75	\$87.56
99030	Cashier	\$36.88	\$27.93	\$27.93	\$37.76	\$28.84	\$39.00	\$29.79	\$40.30	\$30.77	\$41.63	\$30.77	\$41.63
12012	Certified Occupational Therapist Assistant	\$38.85	\$64.13	\$48.99	\$66.22	\$50.59	\$68.40	\$52.25	\$70.67	\$53.96	\$73.01	\$53.96	\$73.01
12015	Certified Physical Therapist Assistant	\$39.65	\$64.13	\$48.99	\$66.22	\$50.59	\$68.40	\$52.25	\$70.67	\$53.96	\$73.01	\$53.96	\$73.01
24570	Child Care Attendant	\$41.71	\$40.85	\$31.21	\$42.18	\$32.23	\$43.57	\$33.29	\$44.51	\$34.38	\$46.50	\$34.38	\$46.50
24580	Child Care Center Clerk	\$39.65	\$53.50	\$40.87	\$55.25	\$42.20	\$57.07	\$43.59	\$58.96	\$45.02	\$60.91	\$45.02	\$60.91
24610	Chore Aide	\$32.49	\$35.31	\$26.98	\$36.46	\$27.86	\$37.66	\$28.78	\$38.91	\$29.72	\$40.20	\$29.72	\$40.20

(8% GSA most favorable customer discount is offered)

SCA PRICES – GOVERNMENT SITE (CONT.)

I.C. #	Labor Category	SIN PRICES:															
		SIN 811-002: COMPLETE FACILITIES MAINTENANCE			SIN 811-003: COMPLETE FACILITIES MANAGEMENT			SIN 811-004: ELECTRICAL, AND ALL UTILITY SERVICES			SIN 811-005: REFRIGERATION, HEATING, VENTILATION AND AIR CONDITION HVAC MAINTENANCE						
		SIN 371-001: GROUND MAINTENANCE			SIN 371-002: TREE PLANTING, TRIMMING AND REMOVAL			SIN 371-003: PEST CONTROL			SIN 371-004: GROUND MAINTENANCE			SIN 371-005: REFRIGERATION, HEATING, VENTILATION AND AIR CONDITION			
2008		2009		2010		2011		2012		2013		2014		2015		2016	
Hourly Rate	Overtime Hourly Rate	Hourly Rate	Overtime Hourly Rate	Hourly Rate	Overtime Hourly Rate	Hourly Rate	Overtime Hourly Rate	Hourly Rate	Overtime Hourly Rate	Hourly Rate	Overtime Hourly Rate	Hourly Rate	Overtime Hourly Rate	Hourly Rate	Overtime Hourly Rate	Hourly Rate	Overtime Hourly Rate
Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF	Includes .75% IFF
GOVERNMENT SITE		GOVERNMENT SITE		GOVERNMENT SITE		GOVERNMENT SITE		GOVERNMENT SITE		GOVERNMENT SITE		GOVERNMENT SITE		GOVERNMENT SITE		GOVERNMENT SITE	
30040	Civil Engineering Technician	\$43.65	\$70.22	\$53.84	\$72.51	\$55.39	\$74.89	\$57.22	\$77.38	\$59.09	\$79.94	\$59.09	\$79.94	\$59.09	\$79.94	\$59.09	\$79.94
11030	Cleaner, Vehicles	\$30.18	\$35.57	\$27.17	\$36.73	\$28.06	\$37.94	\$28.96	\$39.20	\$29.93	\$40.49	\$29.93	\$40.49	\$29.93	\$40.49	\$29.93	\$40.49
15050	Computer Based Training Specialist / Instructor	\$27.78	\$95.31	\$72.82	\$98.42	\$75.19	\$101.66	\$77.57	\$105.03	\$80.21	\$108.50	\$80.21	\$108.50	\$80.21	\$108.50	\$80.21	\$108.50
14041	Computer Operator I	\$30.18	\$51.57	\$39.39	\$53.25	\$40.68	\$55.00	\$42.01	\$56.83	\$43.39	\$58.70	\$43.39	\$58.70	\$43.39	\$58.70	\$43.39	\$58.70
14042	Computer Operator II	\$23.87	\$43.71	\$43.71	\$59.08	\$45.13	\$61.02	\$46.62	\$63.05	\$48.14	\$65.13	\$48.14	\$65.13	\$48.14	\$65.13	\$48.14	\$65.13
14043	Computer Operator III	\$24.78	\$62.76	\$47.96	\$64.81	\$49.52	\$66.94	\$51.15	\$69.17	\$52.82	\$71.45	\$52.82	\$71.45	\$52.82	\$71.45	\$52.82	\$71.45
14044	Computer Operator IV	\$35.51	\$68.78	\$52.54	\$71.02	\$54.26	\$66.94	\$56.04	\$73.36	\$57.88	\$78.30	\$57.88	\$78.30	\$57.88	\$78.30	\$57.88	\$78.30
14045	Computer Operator V	\$21.71	\$75.22	\$57.47	\$77.67	\$59.34	\$80.23	\$61.30	\$82.89	\$63.30	\$85.63	\$63.30	\$85.63	\$63.30	\$85.63	\$63.30	\$85.63
14071	Computer Programmer I	\$39.17	\$68.58	\$52.40	\$70.81	\$54.10	\$65.88	\$57.57	\$71.71	\$59.07	\$78.07	\$59.07	\$78.07	\$59.07	\$78.07	\$59.07	\$78.07
14072	Computer Programmer II	\$29.02	\$79.81	\$60.98	\$82.41	\$62.97	\$85.13	\$65.94	\$87.95	\$67.17	\$90.86	\$67.17	\$90.86	\$67.17	\$90.86	\$67.17	\$90.86
14073	Computer Programmer III	\$39.17	\$85.24	\$65.12	\$88.01	\$67.25	\$90.91	\$69.46	\$93.93	\$71.74	\$97.03	\$71.74	\$97.03	\$71.74	\$97.03	\$71.74	\$97.03
14074	Computer Programmer IV	\$31.42	\$85.24	\$65.12	\$88.01	\$67.25	\$90.91	\$69.46	\$93.93	\$71.74	\$97.03	\$71.74	\$97.03	\$71.74	\$97.03	\$71.74	\$97.03
14101	Computer Systems Analyst I (1)	\$35.40	\$85.24	\$65.12	\$88.01	\$67.25	\$90.91	\$69.46	\$93.93	\$71.74	\$97.03	\$71.74	\$97.03	\$71.74	\$97.03	\$71.74	\$97.03
14102	Computer Systems Analyst II (1)	\$39.17	\$85.24	\$65.12	\$88.01	\$67.25	\$90.91	\$69.46	\$93.93	\$71.74	\$97.03	\$71.74	\$97.03	\$71.74	\$97.03	\$71.74	\$97.03
14103	Computer Systems Analyst III (1)	\$23.71	\$85.24	\$65.12	\$88.01	\$67.25	\$90.91	\$69.46	\$93.93	\$71.74	\$97.03	\$71.74	\$97.03	\$71.74	\$97.03	\$71.74	\$97.03
07041	Cook I	\$23.93	\$41.68	\$31.84	\$43.04	\$32.88	\$44.45	\$33.96	\$45.93	\$35.08	\$47.45	\$35.08	\$47.45	\$35.08	\$47.45	\$35.08	\$47.45
07042	Cook II	\$34.83	\$48.27	\$34.59	\$46.75	\$35.72	\$48.29	\$36.90	\$50.38	\$38.10	\$51.54	\$38.10	\$51.54	\$38.10	\$51.54	\$38.10	\$51.54
27008	Corrections Officer	\$25.96	\$60.70	\$46.37	\$62.68	\$47.88	\$64.74	\$49.46	\$66.89	\$51.08	\$69.10	\$51.08	\$69.10	\$51.08	\$69.10	\$51.08	\$69.10
16030	Counter Attendant	\$25.96	\$32.91	\$25.96	\$33.99	\$25.96	\$34.74	\$26.11	\$36.27	\$27.69	\$37.47	\$27.69	\$37.47	\$27.69	\$37.47	\$27.69	\$37.47
01040	Court Reporter	\$27.66	\$57.21	\$43.71	\$59.08	\$45.13	\$61.02	\$46.62	\$63.05	\$48.14	\$65.13	\$48.14	\$65.13	\$48.14	\$65.13	\$48.14	\$65.13
27010	Court Security Officer	\$25.96	\$68.08	\$52.01	\$70.30	\$53.71	\$72.61	\$55.48	\$75.02	\$57.50	\$77.50	\$57.50	\$77.50	\$57.50	\$77.50	\$57.50	\$77.50
01051	Data Entry Operator I	\$43.87	\$43.87	\$33.51	\$45.30	\$34.61	\$46.79	\$35.75	\$48.35	\$36.92	\$49.95	\$36.92	\$49.95	\$36.92	\$49.95	\$36.92	\$49.95
01052	Data Entry Operator II	\$47.05	\$47.05	\$35.95	\$48.58	\$37.12	\$50.18	\$38.34	\$51.84	\$39.59	\$53.56	\$39.59	\$53.56	\$39.59	\$53.56	\$39.59	\$53.56
12020	Dental Assistant	\$27.66	\$55.57	\$42.46	\$57.38	\$43.84	\$59.27	\$45.28	\$61.24	\$46.77	\$63.26	\$46.77	\$63.26	\$46.77	\$63.26	\$46.77	\$63.26
12025	Dental Hygienist	\$26.73	\$121.38	\$92.74	\$125.33	\$95.76	\$129.46	\$98.91	\$133.76	\$102.15	\$138.18	\$102.15	\$138.18	\$102.15	\$138.18	\$102.15	\$138.18
99050	Desk Clerk	\$35.50	\$35.87	\$27.40	\$37.03	\$28.30	\$38.25	\$29.23	\$39.52	\$30.18	\$40.83	\$30.18	\$40.83	\$30.18	\$40.83	\$30.18	\$40.83
27030	Detection Dog Handler	\$35.50	\$54.94	\$41.97	\$56.73	\$43.34	\$58.60	\$44.77	\$60.55	\$46.23	\$62.55	\$46.23	\$62.55	\$46.23	\$62.55	\$46.23	\$62.55
27040	Detention Officer	\$42.75	\$60.70	\$46.37	\$62.68	\$47.88	\$64.74	\$49.46	\$66.89	\$51.08	\$69.10	\$51.08	\$69.10	\$51.08	\$69.10	\$51.08	\$69.10
07070	Dishwasher	\$35.81	\$27.36	\$27.36	\$36.98	\$28.25	\$38.19	\$29.18	\$39.46	\$30.14	\$40.77	\$30.14	\$40.77	\$30.14	\$40.77	\$30.14	\$40.77
01060	Dispatcher, Motor Vehicle	\$37.05	\$64.46	\$41.81	\$66.24	\$42.97	\$68.09	\$44.38	\$70.02	\$45.84	\$72.00	\$45.84	\$72.00	\$45.84	\$72.00	\$45.84	\$72.00
01070	Dispatcher, Motor Vehicle	\$44.09	\$44.09	\$33.68	\$45.53	\$34.78	\$47.03	\$35.93	\$48.59	\$37.10	\$50.20	\$37.10	\$50.20	\$37.10	\$50.20	\$37.10	\$50.20
30061	Document Preparation Clerk	\$50.77	\$57.99	\$44.30	\$59.88	\$45.74	\$61.85	\$47.23	\$63.90	\$48.79	\$66.01	\$48.79	\$66.01	\$48.79	\$66.01	\$48.79	\$66.01
30062	Drafter/CAD Operator I	\$63.80	\$63.80	\$48.74	\$65.88	\$50.33	\$68.05	\$51.98	\$70.30	\$53.69	\$72.63	\$53.69	\$72.63	\$53.69	\$72.63	\$53.69	\$72.63
30063	Drafter/CAD Operator II	\$53.50	\$70.11	\$53.56	\$72.39	\$55.30	\$74.78	\$57.12	\$77.26	\$59.00	\$79.81	\$59.00	\$79.81	\$59.00	\$79.81	\$59.00	\$79.81
30064	Drafter/CAD Operator III	\$37.51	\$79.81	\$60.98	\$82.41	\$62.97	\$85.13	\$65.04	\$87.95	\$67.17	\$90.86	\$67.17	\$90.86	\$67.17	\$90.86	\$67.17	\$90.86
13043	Driver Courier	\$41.25	\$43.98	\$33.60	\$45.42	\$34.69	\$46.91	\$36.84	\$48.47	\$37.01	\$50.07	\$37.01	\$50.07	\$37.01	\$50.07	\$37.01	\$50.07
16040	Dry Cleaner	\$45.31	\$39.52	\$30.19	\$40.81	\$31.18	\$42.15	\$32.20	\$43.55	\$33.26	\$44.99	\$33.26	\$44.99	\$33.26	\$44.99	\$33.26	\$44.99
01090	Duplicating Machine Operator	\$32.12	\$44.09	\$33.68	\$45.53	\$34.78	\$47.03	\$35.93	\$48.59	\$37.10	\$50.20	\$37.10	\$50.20	\$37.10	\$50.20	\$37.10	\$50.20
15060	Educational Technologist	\$37.16	\$86.27	\$65.91	\$89.08	\$68.05	\$92.01	\$70.30	\$95.07	\$72.60	\$98.21	\$72.60	\$98.21	\$72.60	\$98.21	\$72.60	\$98.21
12030	EKG Technician	\$33.47	\$78.16	\$58.19	\$78.64	\$60.08	\$81.23	\$62.06	\$83.93	\$64.10	\$86.70	\$64.10	\$86.70	\$64.10	\$86.70	\$64.10	\$86.70
23160	Electrician, Maintenance	\$36.25	\$77.58	\$59.27	\$80.11	\$61.20	\$82.75	\$63.21	\$85.49	\$65.28	\$88.32	\$65.28	\$88.32	\$65.28	\$88.32	\$65.28	\$88.32
12035	Electrocardiographic Technologist	\$58.19	\$58.19	\$58.19	\$78.64	\$60.08	\$81.23	\$62.06	\$83.93	\$64.10	\$86.70	\$64.10	\$86.70	\$64.10	\$86.70	\$64.10	\$86.70
23181	Electronics Technician Maintenance I	\$67.91	\$51.89	\$53.58	\$70.13	\$53.58	\$72.43	\$55.34	\$74.84	\$57.16	\$77.31	\$57.16	\$77.31	\$57.16	\$77.31	\$57.16	\$77.31
23182	Electronics Technician Maintenance II	\$71.90	\$54.93	\$56.74	\$74.24	\$56.72	\$76.63	\$58.59	\$81.95	\$61.35	\$85.69	\$61.35	\$85.69	\$61.35	\$85.69	\$61.35	\$85.69
23183	Electronics Technician Maintenance III	\$25.29	\$75.27	\$57.81	\$77.73	\$59.39	\$80.29	\$61.34	\$82.95	\$63.35	\$85.69	\$63.35	\$85.69	\$63.35	\$85.69	\$63.35	\$85.69
09010	Electrostatic Spray Painter	\$28.34	\$58.76	\$44.89	\$60.68	\$46.35	\$62.67	\$47.88	\$64.75	\$49.45	\$66.89	\$49.45	\$66.89	\$49.45	\$66.89	\$49.45	\$66.89
11060	Elevator Operator	\$31.11	\$35.90	\$27.42	\$31.07	\$28.32	\$32.57	\$34.23	\$36.27	\$38.10	\$40.83	\$38.10	\$40.83	\$38.10	\$40.83	\$38.10	\$40.83
99095	Embalmer	\$33.82	\$69.06	\$52.76	\$71.31	\$54.47	\$73.65	\$56.27	\$76.10	\$58.11	\$80.61	\$58.11	\$80.61	\$58.11	\$80.61	\$58.11	\$80.61
12040	Emergency Medical Technician	\$30.04	\$53.24	\$40.68	\$54.98	\$42.01	\$56.79	\$44.38	\$58.68	\$46.77	\$61.61	\$46.77	\$61.61	\$46.77	\$61.61	\$46.77	\$61.61
30081	Engineering Technician I	\$32.29	\$60.83	\$46.48	\$62.81	\$47.99	\$64.88	\$49.57	\$67.03	\$51.19	\$69.25	\$51.19	\$69.25	\$51.19	\$69.25	\$51.19	\$69.25

SCA PRICES – GOVERNMENT SITE(Cont.)

SIN PRICES:

SIN 811-002: COMPLETE FACILITIES MAINTENANCE
 SIN 811-003: COMPLETE FACILITIES MAINTENANCE
 SIN 811-004: ELECTRICAL, AND ALL UTILITY SERVICES
 SIN 811-005: REFRIGERATION, HEATING, VENTILATION AND AIR CONDITION
 HVAC MAINTENANCE
 SIN 371-001: GROUND MAINTENANCE
 SIN 371-002: TREE PLANTING, TRIMMING AND REMOVAL
 SIN 371-003: PEST CONTROL

LC #	Labor Category	2008			2009			2010			2011			2012		
		GSA Hourly Rate Includes .75% IFF	GSA Overtime Hourly Rate Includes .75% IFF	GSA Hourly Rate Includes .75% IFF	GSA Overtime Hourly Rate Includes .75% IFF	GSA Hourly Rate Includes .75% IFF	GSA Overtime Hourly Rate Includes .75% IFF	GSA Hourly Rate Includes .75% IFF	GSA Overtime Hourly Rate Includes .75% IFF	GSA Hourly Rate Includes .75% IFF	GSA Overtime Hourly Rate Includes .75% IFF	GSA Hourly Rate Includes .75% IFF	GSA Overtime Hourly Rate Includes .75% IFF	GSA Hourly Rate Includes .75% IFF	GSA Overtime Hourly Rate Includes .75% IFF	
30082	Engineering Technician II	\$31.11	\$67.23	\$51.36	\$69.42	\$53.03	\$71.71	\$54.78	\$74.09	\$56.57	\$76.53					
30083	Engineering Technician III	\$36.81	\$74.15	\$56.65	\$76.56	\$58.49	\$79.09	\$60.42	\$81.71	\$62.40	\$84.41					
30084	Engineering Technician IV	\$41.84	\$89.77	\$68.59	\$92.70	\$70.83	\$95.75	\$73.16	\$98.93	\$75.56	\$102.20					
30085	Engineering Technician V	\$63.47	\$106.38	\$81.28	\$109.65	\$85.93	\$113.46	\$86.69	\$117.23	\$89.53	\$121.10					
30086	Engineering Technician VI	\$63.47	\$128.63	\$98.28	\$132.82	\$101.48	\$137.19	\$104.82	\$141.75	\$108.26	\$146.43					
30090	Environmental Technician	\$75.55	\$67.52	\$51.59	\$69.73	\$53.27	\$72.02	\$55.03	\$74.41	\$56.83	\$76.87					
13011	Exhibits Specialist I	\$75.55	\$85.56	\$44.74	\$60.47	\$46.20	\$62.46	\$47.72	\$64.53	\$49.28	\$66.66					
13012	Exhibits Specialist II	\$89.41	\$73.37	\$56.05	\$75.76	\$57.88	\$78.26	\$59.79	\$80.86	\$61.74	\$83.53					
13013	Exhibits Specialist III	\$38.28	\$86.49	\$68.08	\$89.31	\$68.23	\$92.25	\$70.48	\$95.31	\$72.78	\$98.46					
23260	Fabric Worker	\$39.04	\$58.34	\$44.57	\$60.24	\$46.02	\$62.22	\$47.54	\$64.29	\$49.10	\$66.41					
24820	Family Readiness And Support Services Coordinator	\$48.91	\$44.65	\$34.11	\$46.10	\$35.22	\$47.62	\$36.33	\$49.20	\$37.57	\$50.83					
16070	Finisher, Flatwork, Machine	\$7.65	\$32.91	\$25.14	\$33.99	\$25.96	\$35.11	\$26.81	\$36.27	\$27.69	\$37.47					
23290	Fire Alarm System Mechanic	\$40.42	\$68.19	\$52.10	\$70.41	\$55.80	\$72.73	\$55.57	\$75.14	\$57.39	\$77.63					
23310	Firefighter	\$49.08	\$54.46	\$41.61	\$56.24	\$42.97	\$58.09	\$44.38	\$60.02	\$45.84	\$62.00					
23310	Flight Instructor (Pilot)	\$59.04	\$68.52	\$52.35	\$70.75	\$54.06	\$73.08	\$55.84	\$78.01	\$57.67	\$81.01					
07130	Food Service Worker	\$1.14	\$136.25	\$104.09	\$107.48	\$111.02	\$145.32	\$111.02	\$150.15	\$114.66	\$155.11					
21020	Forklift Operator	\$26.80	\$37.18	\$28.40	\$38.39	\$29.32	\$39.65	\$30.29	\$40.97	\$31.28	\$42.32					
23311	Fuel Distribution System Mechanic	\$46.73	\$53.78	\$41.08	\$55.53	\$42.42	\$57.36	\$43.82	\$59.27	\$45.25	\$61.22					
23312	Fuel Distribution System Operator	\$38.85	\$71.93	\$54.95	\$74.28	\$56.74	\$76.72	\$58.61	\$79.27	\$60.54	\$81.89					
09040	Furniture Handler	\$35.37	\$62.43	\$47.70	\$64.47	\$49.26	\$66.59	\$50.88	\$68.80	\$62.54	\$71.07					
09080	Furniture Refinisher	\$38.85	\$43.54	\$33.26	\$44.96	\$34.34	\$46.44	\$35.47	\$47.98	\$36.64	\$49.57					
09090	Furniture Refinisher Helper	\$42.65	\$48.76	\$44.89	\$60.68	\$46.35	\$62.67	\$47.88	\$64.75	\$49.45	\$66.89					
09110	Furniture Refinisher, Minor	\$32.93	\$47.14	\$36.01	\$48.67	\$37.18	\$50.28	\$38.41	\$51.95	\$39.66	\$53.66					
11090	Gardener	\$53.12	\$40.58	\$41.90	\$54.85	\$43.28	\$56.65	\$43.28	\$58.53	\$44.89	\$60.47					
28210	Gate Attendant/Gate Tender	\$45.57	\$62.25	\$39.92	\$53.95	\$41.22	\$55.73	\$42.58	\$57.68	\$43.97	\$59.48					
01111	General Clerk I	\$53.93	\$43.89	\$33.53	\$45.32	\$34.63	\$46.81	\$35.77	\$48.37	\$36.94	\$49.97					
01112	General Clerk II	\$59.65	\$46.77	\$35.73	\$48.29	\$36.90	\$49.88	\$38.11	\$51.54	\$39.36	\$53.24					
01113	General Clerk III	\$35.37	\$51.20	\$39.12	\$52.87	\$40.39	\$54.61	\$41.72	\$56.42	\$43.09	\$58.28					
23370	General Maintenance Worker	\$60.66	\$60.66	\$46.35	\$62.64	\$47.86	\$64.70	\$49.43	\$66.85	\$51.05	\$69.06					
15080	Graphic Artist	\$38.13	\$61.42	\$46.92	\$63.42	\$48.45	\$65.51	\$50.04	\$67.68	\$51.68	\$69.92					
23380	Ground Support Equipment Mechanic	\$41.84	\$72.51	\$55.40	\$74.87	\$57.20	\$77.33	\$59.09	\$79.90	\$61.02	\$82.54					
23381	Ground Support Equipment Servicer	\$45.85	\$70.35	\$53.75	\$72.64	\$55.50	\$75.03	\$57.33	\$77.52	\$59.21	\$80.08					
23382	Ground Support Equipment Worker	\$50.15	\$58.12	\$44.40	\$60.01	\$45.85	\$61.99	\$47.36	\$64.04	\$48.91	\$66.16					
27101	Guard I	\$45.72	\$88.87	\$44.97	\$60.79	\$46.44	\$62.79	\$47.97	\$64.88	\$49.54	\$87.02					
27102	Guard II	\$40.66	\$40.66	\$31.06	\$32.07	\$33.13	\$34.21	\$34.81	\$35.21	\$36.29	\$46.29					
23391	Gunsmith I	\$56.82	\$54.94	\$41.97	\$66.73	\$43.34	\$68.60	\$44.77	\$70.55	\$46.23	\$82.55					
23392	Gunsmith II	\$66.82	\$42.46	\$41.61	\$66.24	\$42.97	\$68.09	\$44.38	\$69.92	\$45.84	\$82.00					
23393	Gunsmith III	\$66.82	\$61.88	\$47.28	\$63.90	\$48.82	\$66.00	\$50.43	\$68.19	\$52.08	\$70.44					
29020	Hatch Tender	\$56.82	\$68.19	\$52.10	\$70.41	\$53.80	\$72.73	\$55.14	\$75.14	\$57.39	\$77.63					
23411	Heating, Ventilation And Air Conditioning Mechanic (Research Facility)	\$66.82	\$65.63	\$50.18	\$67.82	\$51.81	\$70.05	\$53.52	\$72.38	\$55.27	\$74.77					
23410	Heating, Ventilation And Air-Conditioning Mechanic	\$70.02	\$70.02	\$53.50	\$72.30	\$55.24	\$74.68	\$57.06	\$77.16	\$59.93	\$79.71					
23430	Heavy Equipment Mechanic	\$45.85	\$66.90	\$51.11	\$69.08	\$52.77	\$71.35	\$54.51	\$73.72	\$56.29	\$76.16					
23440	Heavy Equipment Operator	\$69.31	\$68.19	\$52.10	\$70.41	\$53.80	\$72.73	\$55.14	\$75.14	\$57.39	\$77.63					
24630	Homemaker	\$90.83	\$55.16	\$42.14	\$66.96	\$43.51	\$68.84	\$44.95	\$70.79	\$46.42	\$62.80					
01122	Housekeeping Aide	\$63.54	\$38.95	\$29.75	\$40.22	\$30.72	\$41.54	\$31.73	\$42.92	\$32.77	\$44.34					
13041	Housing Referral Assistant	\$57.51	\$66.47	\$50.79	\$68.64	\$52.44	\$70.90	\$54.17	\$73.25	\$55.94	\$75.67					
13042	Illustrator I	\$90.83	\$60.64	\$46.33	\$62.62	\$47.84	\$64.68	\$49.41	\$66.83	\$51.03	\$69.04					
13043	Illustrator II	\$48.30	\$73.61	\$56.24	\$76.01	\$58.08	\$78.51	\$59.99	\$81.12	\$61.95	\$83.80					
13043	Illustrator III	\$45.90	\$88.56	\$67.66	\$91.44	\$69.87	\$94.45	\$72.17	\$97.59	\$74.53	\$100.81					

SCA PRICES – GOVERNMENT SITE (CONT.)

SIN PRICES:

SIN 811- 002: COMPLETE FACILITIES MAINTENANCE
 SIN 811- 003: COMPLETE FACILITIES MANAGEMENT
 SIN 811- 004: ELECTRICAL, AND ALL UTILITY SERVICES
 SIN 811- 005: REFRIGERATION, HEATING, VENTILATION AND AIR CONDITION
 HVAC MAINTENANCE
 SIN 371- 001: GROUND MAINTENANCE
 SIN 371- 002: TREE PLANTING, TRIMMING AND REMOVAL
 SIN 371- 003: PEST CONTROL

LC #	Labor Category	2008		2009		2010		2011		2012	
		GSA Hourly Rate	GSA Overtime Hourly Rate Includes 75% IFF	GSA Hourly Rate	GSA Overtime Hourly Rate Includes 75% IFF	GSA Hourly Rate	GSA Overtime Hourly Rate Includes 75% IFF	GSA Hourly Rate	GSA Overtime Hourly Rate Includes 75% IFF	GSA Hourly Rate	GSA Overtime Hourly Rate Includes 75% IFF
		GOVERNMENT SITE	GOVERNMENT SITE								
23460	Instrument Mechanic	\$54.83	\$68.19	\$52.10	\$70.41	\$53.80	\$72.73	\$55.57	\$75.14	\$57.39	\$77.63
11150	Janitor	\$37.80	\$38.95	\$29.75	\$40.22	\$30.72	\$31.73	\$31.73	\$42.92	\$32.77	\$44.34
99251	Laboratory Animal Caretaker I	\$37.80	\$37.78	\$28.86	\$39.02	\$29.86	\$40.30	\$30.78	\$41.64	\$31.79	\$43.01
99252	Laboratory Animal Caretaker II	\$21.94	\$38.84	\$29.67	\$40.10	\$30.63	\$41.42	\$31.64	\$42.80	\$32.68	\$44.21
30210	Laboratory Technician	\$21.94	\$65.31	\$49.90	\$67.44	\$51.53	\$69.66	\$53.22	\$71.97	\$54.97	\$74.35
23465	Laboratory/Shelter Mechanic	\$26.35	\$65.14	\$49.77	\$67.27	\$51.40	\$69.48	\$53.09	\$71.79	\$54.83	\$74.16
23470	Laborer	\$21.94	\$48.30	\$36.90	\$49.87	\$38.10	\$51.52	\$39.35	\$53.23	\$40.84	\$54.99
11210	Laborer, Grounds Maintenance	\$21.94	\$41.49	\$31.70	\$42.84	\$32.73	\$44.26	\$33.81	\$45.72	\$34.91	\$47.24
13047	Librarian	\$21.94	\$76.71	\$58.61	\$79.21	\$60.52	\$81.52	\$62.51	\$84.54	\$64.56	\$87.33
13050	Library Aide/Clerk	\$21.94	\$40.29	\$30.79	\$41.61	\$31.79	\$42.98	\$32.84	\$44.40	\$33.91	\$45.87
13054	Library Information Technology Systems Administrator	\$21.94	\$70.11	\$53.56	\$72.39	\$55.30	\$74.78	\$57.12	\$77.26	\$59.00	\$79.81
13058	Library Technician	\$27.82	\$56.28	\$44.53	\$60.18	\$45.98	\$62.16	\$47.50	\$64.23	\$49.05	\$66.35
12071	Licensed Practical Nurse I	\$29.17	\$58.27	\$42.99	\$58.10	\$44.39	\$60.02	\$45.85	\$62.01	\$47.35	\$64.06
12072	Licensed Practical Nurse II	\$23.28	\$61.88	\$47.28	\$63.90	\$48.82	\$66.00	\$50.43	\$68.19	\$52.08	\$70.44
12073	Licensed Practical Nurse III	\$40.83	\$67.97	\$51.93	\$70.18	\$53.62	\$72.49	\$55.39	\$74.90	\$57.20	\$77.37
28310	Lifeguard	\$48.39	\$40.05	\$30.60	\$41.36	\$31.59	\$42.72	\$32.63	\$44.14	\$33.70	\$45.60
29030	Line Handler	\$35.85	\$65.68	\$50.18	\$67.82	\$51.81	\$70.05	\$53.52	\$72.38	\$55.27	\$74.77
23510	Locksmith	\$43.76	\$68.19	\$52.10	\$70.41	\$53.80	\$72.73	\$55.57	\$75.14	\$57.39	\$77.63
23530	Machinery Maintenance Mechanic	\$29.21	\$61.25	\$46.79	\$63.25	\$48.32	\$65.33	\$49.91	\$67.50	\$51.54	\$69.73
19010	Machine-Tool Operator (Tool Room)	\$30.24	\$68.35	\$52.23	\$70.58	\$53.93	\$72.91	\$55.70	\$75.33	\$57.53	\$77.82
23550	Machinist, Maintenance	\$35.85	\$37.62	\$28.74	\$38.84	\$29.67	\$40.12	\$30.65	\$41.46	\$31.65	\$42.83
23580	Maintenance Trades Helper	\$32.54	\$50.59	\$36.65	\$52.24	\$39.91	\$53.96	\$41.23	\$55.75	\$42.58	\$57.59
21030	Material Coordinator	\$32.54	\$65.64	\$50.15	\$67.78	\$51.79	\$70.01	\$53.49	\$72.34	\$55.25	\$74.73
21040	Material Expediter	\$24.24	\$65.64	\$50.15	\$67.78	\$51.79	\$70.01	\$53.49	\$72.34	\$55.25	\$74.73
21050	Material Handling Laborer	\$32.34	\$43.82	\$33.47	\$45.25	\$34.56	\$46.74	\$35.70	\$48.29	\$36.57	\$49.68
30240	Mathematical Technician	\$37.21	\$76.93	\$58.78	\$79.44	\$60.70	\$82.06	\$62.70	\$84.78	\$64.75	\$87.58
07210	Meat Cutter	\$35.85	\$53.28	\$40.70	\$55.02	\$42.03	\$56.83	\$43.41	\$58.72	\$44.83	\$60.66
13061	Media Specialist I	\$48.95	\$53.06	\$40.53	\$54.79	\$41.85	\$56.59	\$43.23	\$58.47	\$44.65	\$60.40
13062	Media Specialist II	\$46.90	\$58.28	\$44.53	\$60.18	\$45.98	\$62.16	\$47.50	\$64.23	\$49.05	\$66.35
13063	Media Specialist III	\$48.95	\$63.98	\$48.89	\$66.07	\$50.48	\$68.24	\$52.14	\$70.51	\$53.85	\$66.35
12100	Medical Assistant	\$51.10	\$48.19	\$36.81	\$49.76	\$38.01	\$51.40	\$50.26	\$53.10	\$40.55	\$54.86
12130	Medical Laboratory Technician	\$33.73	\$55.74	\$42.58	\$57.55	\$43.97	\$59.45	\$45.42	\$61.42	\$46.91	\$63.45
12160	Medical Record Clerk	\$45.15	\$50.20	\$38.26	\$51.84	\$39.61	\$53.54	\$40.91	\$55.32	\$42.25	\$57.15
12190	Medical Record Technician	\$38.74	\$54.39	\$41.55	\$56.16	\$42.90	\$59.16	\$44.32	\$59.94	\$45.77	\$61.92
12195	Medical Transcriptionist	\$39.24	\$50.20	\$38.36	\$51.84	\$39.61	\$53.54	\$40.91	\$55.32	\$42.25	\$57.15
01141	Messenger Courier	\$43.87	\$37.12	\$28.35	\$38.33	\$29.28	\$39.59	\$30.24	\$40.91	\$31.23	\$42.26
23591	Metrology Technician I	\$32.49	\$68.19	\$52.10	\$70.41	\$53.80	\$72.73	\$55.57	\$75.14	\$57.39	\$77.63
23592	Metrology Technician II	\$51.57	\$71.38	\$54.53	\$76.31	\$56.31	\$76.13	\$58.16	\$78.66	\$60.07	\$81.26
23593	Metrology Technician III	\$43.43	\$56.88	\$43.71	\$58.73	\$43.71	\$58.73	\$43.71	\$58.73	\$43.71	\$58.73
23640	Millwright	\$40.37	\$73.28	\$55.99	\$75.67	\$57.81	\$78.16	\$59.72	\$80.76	\$61.87	\$83.42
05110	Mobile Equipment Servicer	\$51.71	\$52.36	\$40.00	\$54.07	\$41.31	\$55.85	\$42.67	\$57.70	\$44.07	\$59.61
99310	Mortician	\$45.27	\$84.22	\$64.34	\$86.97	\$66.44	\$89.83	\$68.63	\$92.81	\$70.87	\$95.88
05130	Motor Equipment Metal Worker	\$47.93	\$65.48	\$50.03	\$67.61	\$51.66	\$69.84	\$53.36	\$72.16	\$55.11	\$74.54
05160	Motor Equipment Metal Worker	\$50.18	\$59.48	\$45.44	\$57.44	\$46.92	\$63.44	\$48.46	\$65.55	\$50.05	\$67.71
05190	Motor Vehicle Mechanic	\$38.89	\$65.48	\$50.03	\$67.61	\$51.66	\$69.84	\$53.36	\$72.16	\$55.11	\$74.54
05220	Motor Vehicle Mechanic Helper	\$45.46	\$55.33	\$42.27	\$57.13	\$43.64	\$59.01	\$45.08	\$60.97	\$46.56	\$62.99
05250	Motor Vehicle Upholstery Worker	\$36.31	\$58.28	\$44.53	\$60.18	\$45.98	\$62.16	\$47.50	\$64.23	\$49.05	\$66.35
05280	Motor Vehicle Wrecker	\$47.95	\$59.48	\$45.44	\$57.44	\$46.92	\$63.44	\$48.46	\$65.55	\$50.05	\$67.71
12210	Nuclear Medicine Technologist	\$41.62	\$88.21	\$67.39	\$91.08	\$69.58	\$94.08	\$71.87	\$97.20	\$74.23	\$100.42

SCA PRICES--GOVERNMENT SITE (CONT.)

LC #	Labor Category	SIN PRICES:											
		SIN 811-002: COMPLETE FACILITIES MAINTENANCE				SIN 811-003: COMPLETE FACILITIES MANAGEMENT				SIN 811-004: ELECTRICAL, AND ALL UTILITY SERVICES			
		SIN 371-001: GROUND MAINTENANCE HVAC MAINTENANCE				SIN 371-002: TREE PLANTING, TRIMMING AND REMOVAL				SIN 371-003: PEST CONTROL			
GSA Hourly Rate Includes 7.5% IFF	GSA Overtime Hourly Rate Includes 7.5% IFF	GSA Hourly Rate Includes 7.5% IFF	GSA Overtime Hourly Rate Includes 7.5% IFF	GSA Hourly Rate Includes 7.5% IFF	GSA Overtime Hourly Rate Includes 7.5% IFF	GSA Hourly Rate Includes 7.5% IFF	GSA Overtime Hourly Rate Includes 7.5% IFF	GSA Hourly Rate Includes 7.5% IFF	GSA Overtime Hourly Rate Includes 7.5% IFF	GSA Hourly Rate Includes 7.5% IFF	GSA Overtime Hourly Rate Includes 7.5% IFF	GSA Hourly Rate Includes 7.5% IFF	GSA Overtime Hourly Rate Includes 7.5% IFF
2008		2009		2010		2011		2012		2013		2014	
12221	Nursing Assistant I	\$40.94	\$34.74	\$26.54	\$35.87	\$27.40	\$37.05	\$28.30	\$38.28	\$29.23	\$39.55	\$31.93	\$43.20
12222	Nursing Assistant II	\$46.90	\$37.95	\$28.99	\$39.19	\$29.93	\$40.92	\$31.82	\$41.82	\$31.93	\$43.20	\$31.93	\$43.20
12223	Nursing Assistant III	\$38.74	\$32.48	\$24.51	\$32.48	\$33.54	\$43.84	\$35.77	\$46.84	\$35.77	\$46.84	\$35.77	\$46.84
12224	Nursing Assistant IV	\$39.24	\$46.66	\$35.65	\$48.18	\$36.81	\$49.77	\$38.02	\$51.42	\$39.27	\$53.12	\$39.27	\$53.12
12370	Office Appliance Repairer	\$36.31	\$65.14	\$49.77	\$67.27	\$51.40	\$69.48	\$53.09	\$71.79	\$54.83	\$74.16	\$54.83	\$74.16
12235	Optical Dispenser	\$41.25	\$50.74	\$38.76	\$52.39	\$40.02	\$54.11	\$41.34	\$55.91	\$42.69	\$57.76	\$42.69	\$57.76
12236	Optical Technician	\$45.46	\$45.05	\$34.42	\$46.52	\$35.54	\$48.05	\$36.72	\$49.65	\$37.92	\$51.29	\$37.92	\$51.29
01191	Order Clerk I	\$44.59	\$49.59	\$37.89	\$51.21	\$39.12	\$52.89	\$40.41	\$54.65	\$41.74	\$56.46	\$41.74	\$56.46
01192	Order Clerk II	\$46.68	\$53.89	\$41.17	\$55.65	\$42.51	\$57.48	\$43.91	\$59.39	\$45.35	\$61.35	\$45.35	\$61.35
05310	Order Filler	\$45.46	\$45.37	\$34.66	\$46.85	\$35.78	\$48.39	\$36.96	\$49.99	\$38.17	\$51.65	\$38.17	\$51.65
05310	Painter, Automotive	\$45.46	\$62.58	\$47.81	\$64.62	\$49.36	\$66.75	\$50.99	\$68.96	\$52.66	\$71.24	\$52.66	\$71.24
23760	Painter, Maintenance	\$45.46	\$65.14	\$49.77	\$67.27	\$51.40	\$69.48	\$53.09	\$71.79	\$54.83	\$74.16	\$54.83	\$74.16
30361	Paralegal/Legal Assistant I	\$43.43	\$64.24	\$49.08	\$66.34	\$50.67	\$68.52	\$52.34	\$70.79	\$54.06	\$73.13	\$54.06	\$73.13
30362	Paralegal/Legal Assistant II	\$32.19	\$77.49	\$59.20	\$80.01	\$61.13	\$82.65	\$63.15	\$85.39	\$68.21	\$88.21	\$68.21	\$88.21
30363	Paralegal/Legal Assistant III	\$41.23	\$70.90	\$56.82	\$73.21	\$61.21	\$82.65	\$75.62	\$102.27	\$78.09	\$105.95	\$78.09	\$105.95
30364	Paralegal/Legal Assistant IV	\$45.46	\$110.46	\$84.39	\$114.06	\$87.14	\$117.81	\$90.01	\$121.72	\$92.95	\$125.74	\$92.95	\$125.74
28350	Park Attendant (Aide)	\$45.57	\$48.04	\$36.71	\$49.61	\$37.90	\$51.24	\$39.15	\$52.94	\$40.43	\$54.69	\$40.43	\$54.69
31260	Parking and Lot Attendant	\$33.73	\$32.80	\$25.06	\$33.87	\$25.87	\$34.99	\$26.72	\$36.15	\$27.60	\$37.34	\$27.60	\$37.34
14160	Peripheral Equipment Operator	\$45.46	\$51.57	\$39.39	\$53.25	\$40.68	\$55.00	\$42.01	\$56.83	\$43.39	\$58.70	\$43.39	\$58.70
14160	Personal Computer Support Technician	\$47.58	\$68.78	\$52.54	\$71.02	\$54.26	\$73.36	\$56.04	\$75.79	\$57.88	\$78.30	\$57.88	\$78.30
01261	Personnel Assistant (Employment) I	\$49.63	\$51.57	\$39.39	\$53.25	\$40.68	\$55.00	\$42.01	\$56.83	\$43.39	\$58.70	\$43.39	\$58.70
01262	Personnel Assistant (Employment) II	\$48.85	\$57.21	\$43.71	\$59.08	\$45.13	\$61.02	\$46.62	\$63.05	\$48.14	\$65.13	\$48.14	\$65.13
01263	Personnel Assistant (Employment) III	\$43.43	\$66.47	\$50.79	\$68.64	\$52.44	\$70.90	\$54.17	\$73.25	\$55.94	\$75.97	\$55.94	\$75.97
99410	Pest Controller	\$43.43	\$46.82	\$35.78	\$48.35	\$36.94	\$49.94	\$38.16	\$51.60	\$39.41	\$53.31	\$39.41	\$53.31
12250	Pharmacy Technician	\$47.86	\$48.43	\$37.00	\$50.01	\$38.21	\$51.65	\$39.47	\$53.37	\$40.76	\$55.13	\$40.76	\$55.13
12280	Phlebotomist	\$44.59	\$46.66	\$35.65	\$48.18	\$36.81	\$49.77	\$38.02	\$51.42	\$39.27	\$53.12	\$39.27	\$53.12
99510	Photofinishing Worker	\$45.46	\$40.05	\$30.60	\$41.36	\$31.59	\$42.72	\$32.63	\$44.14	\$33.70	\$45.60	\$33.70	\$45.60
13071	Photographer I	\$45.46	\$49.41	\$37.74	\$51.02	\$38.97	\$52.70	\$40.26	\$54.45	\$41.57	\$56.25	\$41.57	\$56.25
13072	Photographer II	\$41.25	\$56.34	\$43.05	\$58.18	\$44.45	\$60.10	\$45.92	\$62.09	\$47.42	\$64.14	\$47.42	\$64.14
13073	Photographer III	\$45.46	\$68.35	\$52.23	\$70.58	\$53.93	\$72.91	\$55.70	\$75.33	\$57.53	\$77.92	\$57.53	\$77.92
13074	Photographer IV	\$42.86	\$80.90	\$61.80	\$83.54	\$63.82	\$86.29	\$65.92	\$89.15	\$68.08	\$92.10	\$68.08	\$92.10
13075	Photographer V	\$50.94	\$89.48	\$68.36	\$92.40	\$70.59	\$95.44	\$72.91	\$98.61	\$75.30	\$101.96	\$75.30	\$101.96
30390	Photo-Optics Technician	\$53.37	\$76.93	\$58.78	\$79.44	\$60.70	\$82.06	\$62.70	\$84.78	\$64.75	\$87.58	\$64.75	\$87.58
23790	Pipetfitter, Maintenance	\$46.84	\$71.79	\$56.64	\$74.13	\$56.64	\$76.57	\$58.60	\$81.72	\$60.42	\$81.72	\$60.42	\$81.72
23810	Plumber, Maintenance	\$45.46	\$66.90	\$51.11	\$69.08	\$52.77	\$71.35	\$54.51	\$73.72	\$56.29	\$76.16	\$56.29	\$76.16
23820	Pneumatic Systems Mechanic	\$45.46	\$68.19	\$52.10	\$70.41	\$53.80	\$72.74	\$55.57	\$75.14	\$57.39	\$77.63	\$57.39	\$77.63
27131	Police Officer I	\$45.46	\$75.05	\$57.34	\$77.50	\$59.21	\$80.05	\$61.16	\$82.71	\$63.16	\$85.44	\$63.16	\$85.44
27132	Police Officer II	\$36.31	\$62.41	\$48.02	\$65.02	\$49.02	\$80.90	\$61.16	\$90.82	\$69.36	\$93.82	\$69.36	\$93.82
16090	Presser, Hand	\$27.23	\$32.91	\$25.14	\$33.99	\$25.96	\$35.11	\$26.81	\$36.27	\$27.69	\$37.47	\$27.69	\$37.47
16110	Presser, Machine, Drycleaning	\$35.66	\$32.91	\$25.14	\$33.99	\$25.96	\$35.11	\$26.81	\$36.27	\$27.69	\$37.47	\$27.69	\$37.47
16130	Presser, Machine, Shirts	\$23.54	\$32.91	\$25.14	\$33.99	\$25.96	\$35.11	\$26.81	\$36.27	\$27.69	\$37.47	\$27.69	\$37.47
16160	Presser, Machine, Wearing Apparel, Laundry	\$29.76	\$32.91	\$25.14	\$33.99	\$25.96	\$35.11	\$26.81	\$36.27	\$27.69	\$37.47	\$27.69	\$37.47
01270	Production Control Clerk	\$36.77	\$66.31	\$50.66	\$68.47	\$52.31	\$70.72	\$54.04	\$73.07	\$55.80	\$75.48	\$55.80	\$75.48
21080	Production Line Worker (Food Processing)	\$50.26	\$53.78	\$41.08	\$55.53	\$42.42	\$57.36	\$45.82	\$59.27	\$45.25	\$61.22	\$45.25	\$61.22
11260	Pruner	\$42.91	\$38.95	\$29.75	\$40.22	\$30.72	\$41.54	\$31.73	\$42.92	\$32.77	\$44.34	\$32.77	\$44.34
05340	Radiator Repair Specialist	\$50.26	\$59.48	\$45.44	\$61.42	\$46.92	\$63.44	\$48.46	\$65.55	\$50.05	\$67.71	\$50.05	\$67.71
12305	Radiologic Technologist	\$85.22	\$85.22	\$65.10	\$87.99	\$67.22	\$90.89	\$69.44	\$93.91	\$71.71	\$97.01	\$71.71	\$97.01
01280	Receptionist	\$42.91	\$42.82	\$32.61	\$44.22	\$33.78	\$45.67	\$34.89	\$47.19	\$36.03	\$48.75	\$36.03	\$48.75
28510	Recreation Aide/Health Facility Attendant	\$37.58	\$37.45	\$28.61	\$38.67	\$29.54	\$39.95	\$30.51	\$41.27	\$31.51	\$42.64	\$31.51	\$42.64
28515	Recreation Specialist	\$27.10	\$57.43	\$43.87	\$59.30	\$45.30	\$61.26	\$46.80	\$63.29	\$48.33	\$65.38	\$48.33	\$65.38

SCA PRICES--GOVERNMENT SITE (CONT.)

SIN PRICES:

SIN 811-002: COMPLETE FACILITIES MAINTENANCE
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 SIN 371-001: GROUND MAINTENANCE
 SIN 371-002: TREE PLANTING, TRIMMING AND REMOVAL
 SIN 371-003: PEST CONTROL

LC #	Labor Category	2008			2009			2010			2011			2012		
		GSA Hourly Rate Includes 7.5% IFF	GSA Overtime Hourly Rate Includes 7.5% IFF	GSA GOVERNMENT SITE	GSA Hourly Rate Includes 7.5% IFF	GSA Overtime Hourly Rate Includes 7.5% IFF	GSA GOVERNMENT SITE	GSA Hourly Rate Includes 7.5% IFF	GSA Overtime Hourly Rate Includes 7.5% IFF	GSA GOVERNMENT SITE	GSA Hourly Rate Includes 7.5% IFF	GSA Overtime Hourly Rate Includes 7.5% IFF	GSA GOVERNMENT SITE	GSA Hourly Rate Includes 7.5% IFF	GSA Overtime Hourly Rate Includes 7.5% IFF	GSA GOVERNMENT SITE
99710	Recycling Laborer	\$40.46	\$48.93	\$37.38	\$50.52	\$38.60	\$52.19	\$39.87	\$53.92	\$41.18	\$55.70					
99711	Recycling Specialist	\$45.39	\$55.90	\$42.71	\$57.72	\$44.10	\$59.62	\$45.56	\$61.60	\$47.06	\$63.64					
99730	Refuse Collector	\$36.62	\$44.39	\$33.92	\$45.84	\$35.02	\$47.35	\$36.17	\$48.92	\$37.36	\$50.53					
12311	Registered Nurse I	\$40.46	\$77.76	\$59.42	\$80.30	\$81.35	\$82.94	\$63.37	\$85.70	\$65.45	\$88.53					
12312	Registered Nurse II	\$45.68	\$95.20	\$72.74	\$98.30	\$75.11	\$101.54	\$77.58	\$104.91	\$80.12	\$108.38					
12313	Registered Nurse III, Specialist	\$26.62	\$113.33	\$86.59	\$117.03	\$89.41	\$120.88	\$92.35	\$124.89	\$95.38	\$129.02					
12314	Registered Nurse III, Anesthetist	\$50.03	\$113.33	\$86.59	\$117.03	\$89.41	\$120.88	\$92.35	\$124.89	\$95.38	\$129.02					
12316	Registered Nurse IV	\$54.94	\$134.11	\$102.47	\$138.48	\$105.80	\$143.04	\$109.29	\$147.79	\$112.87	\$152.67					
01290	Rental Clerk	\$28.65	\$51.57	\$39.39	\$53.25	\$40.68	\$55.00	\$42.01	\$56.83	\$43.39	\$58.70					
23850	Rigger	\$30.40	\$68.19	\$52.10	\$70.41	\$53.80	\$72.73	\$55.57	\$75.14	\$57.39	\$77.63					
99810	Sales Clerk	\$21.36	\$39.61	\$30.26	\$40.90	\$31.24	\$42.25	\$32.27	\$43.65	\$33.33	\$45.09					
23870	Scale Mechanic	\$29.26	\$61.88	\$47.28	\$63.90	\$48.82	\$66.00	\$50.43	\$68.19	\$70.44	\$75.38					
12317	Scheduler (Drug and Alcohol Testing)	\$26.70	\$57.43	\$43.87	\$59.30	\$45.30	\$61.26	\$46.80	\$63.29	\$68.33	\$75.38					
01300	Scheduler, Maintenance	\$32.03	\$51.57	\$39.39	\$53.25	\$40.68	\$55.00	\$42.01	\$56.83	\$43.39	\$58.70					
99820	School Crossing Guard	\$24.96	\$40.27	\$30.76	\$41.59	\$31.77	\$42.96	\$32.81	\$44.38	\$33.89	\$45.85					
01311	Secretary I	\$38.28	\$53.39	\$40.79	\$55.13	\$42.12	\$56.95	\$43.50	\$58.84	\$44.93	\$60.78					
01312	Secretary II	\$26.70	\$57.54	\$43.96	\$59.42	\$45.39	\$61.38	\$46.89	\$63.41	\$48.42	\$65.51					
01313	Secretary III	\$34.13	\$66.47	\$50.79	\$68.64	\$52.44	\$70.90	\$54.17	\$73.25	\$55.94	\$75.67					
01320	Service Order Dispatcher	\$43.78	\$62.58	\$40.17	\$54.29	\$41.48	\$56.08	\$42.54	\$57.94	\$44.25	\$59.86					
25040	Sevage Plant Operator	\$43.78	\$64.37	\$49.18	\$66.47	\$50.78	\$68.66	\$52.46	\$70.94	\$54.17	\$73.28					
16190	Sewing Machine Operator	\$43.78	\$41.73	\$31.89	\$43.09	\$32.92	\$44.51	\$45.99	\$45.99	\$35.12	\$47.51					
23990	Sheet-Metal Worker, Maintenance	\$41.25	\$68.19	\$52.10	\$70.41	\$53.80	\$72.73	\$55.57	\$75.14	\$57.39	\$77.63					
21110	Shipping Packer	\$45.79	\$48.82	\$37.30	\$50.41	\$38.51	\$52.07	\$39.78	\$53.80	\$41.08	\$55.57					
21130	Shipping/Receiving Clerk	\$75.07	\$48.82	\$37.30	\$50.41	\$38.51	\$52.07	\$39.78	\$53.80	\$41.08	\$55.57					
31290	Shuttle Bus Driver	\$53.76	\$74.25	\$53.09	\$87.79	\$37.27	\$80.40	\$32.50	\$85.07	\$39.76	\$83.79					
23910	Small Engine Mechanic	\$68.56	\$64.30	\$49.12	\$66.39	\$50.72	\$68.58	\$52.39	\$70.85	\$54.10	\$73.20					
28630	Sports Official	\$37.08	\$40.05	\$30.60	\$41.36	\$31.59	\$42.72	\$32.63	\$44.14	\$33.70	\$45.60					
25070	Stationary Engineer	\$40.64	\$75.38	\$57.60	\$77.84	\$59.47	\$80.40	\$61.43	\$83.07	\$83.44	\$85.82					
29041	Stevadore I	\$49.28	\$61.88	\$47.28	\$63.90	\$48.82	\$66.00	\$50.43	\$68.19	\$70.44	\$75.38					
29042	Stevadore II	\$51.29	\$68.69	\$52.48	\$70.93	\$54.19	\$73.26	\$55.97	\$75.69	\$57.81	\$78.19					
21150	Stock Clerk	\$46.81	\$48.52	\$37.07	\$50.10	\$38.27	\$51.75	\$39.53	\$53.47	\$40.83	\$55.24					
21140	Store Worker I	\$38.65	\$36.36	\$27.78	\$37.55	\$28.69	\$38.79	\$29.63	\$40.07	\$30.60	\$41.40					
01410	Supply Technician	\$42.53	\$68.17	\$52.08	\$70.39	\$55.71	\$72.71	\$55.58	\$75.12	\$57.37	\$77.61					
99830	Survey Party Chief	\$46.73	\$61.82	\$47.24	\$63.84	\$48.78	\$65.94	\$50.38	\$68.13	\$52.03	\$70.38					
01420	Survey Worker	\$53.21	\$57.21	\$43.71	\$59.08	\$45.13	\$61.02	\$46.62	\$63.05	\$48.14	\$65.13					
99831	Surveying Aide	\$40.55	\$41.77	\$31.91	\$43.13	\$32.95	\$44.55	\$34.03	\$46.03	\$35.15	\$47.55					
99832	Surveying Technician	\$44.81	\$59.20	\$45.23	\$61.13	\$46.70	\$63.15	\$48.24	\$65.24	\$49.82	\$67.40					
28930	Swimming Pool Operator	\$49.43	\$51.20	\$39.12	\$52.87	\$40.39	\$54.61	\$41.72	\$56.42	\$43.09	\$58.28					
16220	Tailor	\$59.85	\$43.76	\$33.43	\$45.19	\$34.42	\$46.68	\$35.66	\$48.23	\$36.82	\$49.82					
15990	Technical Instructor	\$65.75	\$70.92	\$47.49	\$49.04	\$37.47	\$60.65	\$38.70	\$75.33	\$39.97	\$54.06					
15095	Technical Instructor/Course Developer	\$65.75	\$68.85	\$52.61	\$71.10	\$54.32	\$73.44	\$56.11	\$75.88	\$57.95	\$78.38					
30461	Technical Writer I	\$45.02	\$84.25	\$62.84	\$84.93	\$64.89	\$87.72	\$67.04	\$90.64	\$69.22	\$93.63					
30462	Technical Writer II	\$43.54	\$64.85	\$49.54	\$66.96	\$51.15	\$69.17	\$52.84	\$71.46	\$54.57	\$73.83					
30463	Technical Writer III	\$51.29	\$71.35	\$59.10	\$79.88	\$61.02	\$79.88	\$61.02	\$85.25	\$65.10	\$88.07					
30464	Telecommunications Mechanic I	\$42.82	\$77.76	\$70.09	\$94.74	\$72.38	\$97.86	\$74.06	\$101.11	\$77.21	\$104.45					
23932	Telecommunications Mechanic II	\$51.66	\$76.42	\$58.38	\$78.91	\$60.28	\$81.51	\$62.24	\$84.21	\$67.31	\$86.99					
23950	Telephone Lineman	\$61.86	\$80.07	\$61.17	\$82.68	\$63.16	\$85.40	\$65.24	\$88.24	\$67.38	\$91.15					
15110	Test Proctor	\$73.63	\$70.27	\$53.69	\$72.56	\$55.43	\$74.95	\$57.26	\$77.44	\$59.14	\$80.00					
		\$51.29	\$56.71	\$43.32	\$58.56	\$44.74	\$60.49	\$46.21	\$62.50	\$47.72	\$64.56					

SCA PRICES--GOVERNMENT SITE (CONT.)

SIN PRICES:

SIN 811- 002: COMPLETE FACILITIES MAINTENANCE
 SIN 811- 003: COMPLETE FACILITIES MANAGEMENT
 SIN 811- 004: ELECTRICAL, AND ALL UTILITY SERVICES
 SIN 811- 005: REFRIGERATION, HEATING, VENTILATION AND AIR CONDITION
 HVAC MAINTENANCE
 SIN 371- 001: GROUND MAINTENANCE
 SIN 371- 002: TREE PLANTING, TRIMMING AND REMOVAL
 SIN 371- 003: PEST CONTROL

L.C.#	Labor Category	2008			2009			2010			2011			2012		
		GSA Hourly Rate includes .75% IFF	GSA Overtime Rate includes .75% IFF	GOVERNMENT SITE	GSA Hourly Rate includes .75% IFF	GSA Overtime Rate includes .75% IFF	GOVERNMENT SITE	GSA Hourly Rate includes .75% IFF	GSA Overtime Rate includes .75% IFF	GOVERNMENT SITE	GSA Hourly Rate includes .75% IFF	GSA Overtime Rate includes .75% IFF	GOVERNMENT SITE	GSA Hourly Rate includes .75% IFF	GSA Overtime Rate includes .75% IFF	GOVERNMENT SITE
06370	Tire Repairer	\$43.23	\$48.74	\$50.33	\$37.24	\$38.45	\$51.99	\$39.71	\$53.71	\$41.02	\$55.49					
19040	Tool And Die Maker	\$51.57	\$72.60	\$74.96	\$57.27	\$77.43	\$80.00	\$59.15	\$80.00	\$61.09	\$82.65					
21210	Tools And Parts Attendant	\$61.16	\$55.83	\$42.65	\$44.04	\$59.55	\$45.49	\$61.52	\$46.98	\$40.46	\$54.73					
11270	Tractor Operator	\$45.51	\$48.08	\$36.73	\$49.65	\$37.92	\$51.28	\$39.17	\$52.98	\$40.46	\$54.73					
11330	Trail Maintenance Worker	\$53.84	\$41.49	\$31.70	\$42.84	\$32.73	\$44.26	\$33.81	\$45.72	\$34.91	\$47.24					
05400	Transmission Repair Specialist	\$63.37	\$65.48	\$50.03	\$67.61	\$51.66	\$69.84	\$53.36	\$72.16	\$55.11	\$74.54					
01531	Travel Clerk I	\$45.51	\$41.16	\$31.44	\$42.50	\$32.47	\$43.90	\$33.54	\$45.36	\$34.63	\$46.86					
01532	Travel Clerk II	\$45.51	\$43.60	\$33.30	\$45.02	\$34.39	\$46.50	\$35.52	\$48.04	\$36.68	\$49.63					
01533	Travel Clerk III	\$58.00	\$46.16	\$35.27	\$47.66	\$36.42	\$49.23	\$37.62	\$50.87	\$38.85	\$52.55					
31363	Truckdriver, Heavy	\$62.17	\$59.72	\$45.63	\$61.67	\$47.12	\$63.70	\$48.67	\$65.81	\$50.26	\$67.99					
31361	Truckdriver, Light	\$25.98	\$47.25	\$36.09	\$48.79	\$37.27	\$50.40	\$38.50	\$52.07	\$39.76	\$53.79					
31362	Truckdriver, Medium	\$35.29	\$56.10	\$42.86	\$57.93	\$44.26	\$59.84	\$45.71	\$61.83	\$47.21	\$63.87					
31364	Truckdriver, Tractor- Trailer	\$29.32	\$59.72	\$45.63	\$61.67	\$47.12	\$63.70	\$48.67	\$65.81	\$50.26	\$67.99					
15120	Tutor	\$21.86	\$56.71	\$43.32	\$58.56	\$44.74	\$60.49	\$46.21	\$62.50	\$47.72	\$64.56					
30494	Unexploded (UXO) Safety Escort	\$31.49	\$68.28	\$52.16	\$70.51	\$53.86	\$72.83	\$55.64	\$75.25	\$57.46	\$77.73					
30495	Unexploded (UXO) Sweep Personnel	\$31.66	\$68.28	\$52.16	\$70.51	\$53.86	\$72.83	\$55.64	\$75.25	\$57.46	\$77.73					
30491	Unexploded Ordnance (UXO) Technician I	\$31.49	\$68.28	\$52.16	\$70.51	\$53.86	\$72.83	\$55.64	\$75.25	\$57.46	\$77.73					
30492	Unexploded Ordnance (UXO) Technician II	\$37.40	\$80.75	\$61.70	\$83.38	\$63.71	\$86.13	\$65.81	\$88.99	\$67.96	\$91.93					
30493	Unexploded Ordnance (UXO) Technician III	\$39.81	\$95.07	\$72.63	\$98.17	\$75.00	\$101.40	\$77.47	\$104.77	\$80.00	\$108.23					
09130	Upholsterer	\$39.81	\$58.76	\$44.89	\$60.68	\$46.35	\$62.67	\$47.88	\$64.75	\$49.45	\$66.89					
99840	Vending Machine Attendant	\$24.37	\$40.51	\$30.96	\$41.84	\$31.96	\$43.21	\$33.02	\$44.65	\$34.10	\$46.12					
99841	Vending Machine Repairer	\$23.91	\$49.98	\$38.19	\$51.61	\$39.43	\$53.31	\$40.73	\$55.08	\$42.06	\$56.90					
99842	Vending Machine Repairer Helper	\$46.03	\$40.51	\$30.96	\$41.84	\$31.96	\$43.21	\$33.02	\$44.65	\$34.10	\$46.12					
25190	Ventilation Equipment Tender	\$25.18	\$55.18	\$42.16	\$56.98	\$43.54	\$58.86	\$44.97	\$60.81	\$46.44	\$62.82					
13110	Video Teleconference Technician	\$25.88	\$53.06	\$40.53	\$54.79	\$41.85	\$56.59	\$43.23	\$58.47	\$44.65	\$60.40					
07260	Waiter/Waitress	\$56.14	\$32.58	\$24.89	\$33.64	\$34.75	\$36.59	\$26.54	\$35.90	\$27.41	\$37.09					
21410	Warehouse Specialist	\$31.22	\$53.78	\$41.08	\$55.53	\$42.42	\$57.36	\$43.82	\$59.27	\$45.25	\$61.22					
16250	Washer, Machine	\$26.70	\$49.92	\$26.68	\$36.06	\$27.55	\$37.25	\$28.46	\$38.49	\$29.39	\$39.76					
25210	Water Treatment Plant Operator	\$32.62	\$64.37	\$50.78	\$68.66	\$52.46	\$70.94	\$54.17	\$73.28	\$54.17	\$73.28					
30820	Weather Observer, Combined Upper Air Or Surface Programs (3)	\$37.27	\$67.01	\$66.48	\$89.84	\$68.64	\$92.80	\$70.90	\$95.88	\$73.23	\$98.05					
30821	Weather Observer, Senior (3)	\$29.59	\$93.26	\$71.26	\$96.30	\$73.58	\$99.47	\$76.00	\$102.77	\$78.49	\$106.17					
23960	Welder, Combination, Maintenance	\$26.40	\$68.19	\$52.10	\$70.41	\$53.80	\$72.73	\$55.57	\$75.14	\$57.39	\$77.63					
23965	Well Driller	\$26.84	\$68.19	\$52.10	\$70.41	\$53.80	\$72.73	\$55.57	\$75.14	\$57.39	\$77.63					
11360	Window Cleaner	\$41.22	\$40.11	\$30.64	\$41.42	\$31.04	\$42.78	\$32.68	\$44.20	\$33.75	\$45.66					
23970	Woodcraft Worker	\$27.84	\$68.19	\$52.10	\$70.41	\$53.80	\$72.73	\$55.57	\$75.14	\$57.39	\$77.63					
23980	Woodworker	\$39.46	\$54.46	\$41.61	\$56.24	\$42.97	\$58.09	\$44.38	\$60.02	\$45.84	\$62.00					
01611	Word Processor I	\$27.01	\$46.88	\$35.82	\$48.41	\$36.99	\$50.00	\$38.20	\$51.66	\$39.45	\$53.37					
01612	Word Processor II	\$33.32	\$51.57	\$39.39	\$53.25	\$40.68	\$55.00	\$42.01	\$56.83	\$43.39	\$58.70					
01613	Word Processor III	\$27.01	\$57.21	\$43.71	\$59.08	\$45.13	\$61.02	\$46.62	\$63.05	\$48.14	\$65.13					



BEST-VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act, (Agency) and EG&G enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule Contract BPAs eliminate contracting and open market costs such as search for sources, development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the Schedule Contract. The end result is to create a purchasing mechanism for the **Government that works better and costs less.**

Signatures

_____	_____	_____	_____
Agency	Date	EG&G Technical Services, Inc.	Date

BPA NUMBER _____

(Customer Name) Blanket Purchase Agreement

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements (BPAs), EG&G agrees to the following terms of a BPA EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

Special Item Number

***Special BPA Discount/Price**

(2) Delivery:

Destination

Delivery Schedule/Dates

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is (are) hereby authorized to place orders under this BPA:

Office

Point of Contact

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor: EG&G Technical Services, Inc.

(b) Contract Number:

(c) BPA Number:

(d) Special Item Number:

(e) Purchase Order Number:

(f) Date of Purchase:

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems, provided that the invoice is itemized to show the information):

(h) Date of Shipment:

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule Contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and EG&G's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

Customers identify their requirements.

Federal Supply Schedule Contractors may individually meet a customer’s needs,

or

Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet a customer’s requirement.

Customers make a best-value selection.