



**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 an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

Schedule Title: Facilities Maintenance and Management

Schedule: 03FAC

FSC Group FSC Part 03FAC

Contract Number: GS-21F-0064W

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Contract Period: January 12, 2015 to January 11, 2020

**POTOMAC SERVICES MANAGEMENT, INC.**  
10905 Fort Washington Road Suite 400 Fort Washington MD 20744  
(301) 965.1022  
(571) 425.4851 (Fax)  
[Psminc@psminc.us](mailto:Psminc@psminc.us)

Contract Administration Source – Thomas Berhane

Business size – Small, SBA Certified Small Disadvantaged.

**CUSTOMER INFORMATION:**

1a. Table of awarded special item number(s).

<u>SIN</u>	<u>Item Description</u>
371 001	Grounds Maintenance
371 002	Tree Planting/Trimming/Removal

811 002	Complete Facilities Maintenance
811 003	Complete Facilities Management
811 004	Electrical, and all Utility Services limited to Facility Maintenance
811 005	Refrigeration, Heating, Ventilation, Air Conditioner, Boiler and Chiller HVAC Maintenance

1b. Identification of the lowest priced model number – Not applicable

1c. Description of all corresponding commercial job titles –

2. Maximum order - \$1,000,000.

3. Minimum order - \$100.

4. Geographic coverage (delivery area). – Domestic only (48 contiguous states)

5. Point(s) of production – Washington, DC Metro Area

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

7. Quantity discounts. - Not Applicable

8. Prompt payment terms. None

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

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

10. Foreign items – Not Applicable.

11a. Time of delivery - To be negotiated at the task order level.

11b. Expedited Delivery. - To be negotiated at the task order level.

11c. Overnight and 2-day delivery. To be negotiated at the task order level.

11d. Urgent Requirements. To be negotiated at the task order level.

12. F.O.B. point(s). Origin

13a. Ordering address (es). - 10905 Fort Washington Road Suite 400 Fort Washington, MD 20744

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13b. Ordering procedures: The ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample EPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

14. Payment address - 10905 Fort Washington Road Suite 400 Fort Washington, MD 20744

15. Warranty provision - Not Applicable

16. Export packing charges, if applicable - Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level) – Accept the card above the threshold.

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. Section 508 compliance information is available on Electronic and Information Technology (EIT) and can be found at [www.potomac-services.com](http://www.potomac-services.com). The EIT standards can be found at [www.Section508.gov/](http://www.Section508.gov/).

25. Data Universal Number System (DUNS) number – 60-503-9960.

26. Notification regarding registration in System for Award Management (SAM) database – Yes

## SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Accounting Clerk I	01011 Accounting Clerk I	05-2104
Accounting Clerk II	01012 Accounting Clerk II	05-2104
Accounting Clerk III	01013 Accounting Clerk III	05-2104
Appliance Mechanic	23710 Office Appliance Mechanic	05-2104
Boiler Tender	25010 Boiler Tender	05-2104
Carpenter, Maintenance	23130 Carpenter, Maintenance	05-2104
Carpet Layer	23140 Carpet Layer	05-2104
Civil Engineering Technician	30040 Civil Engineering Technician	05-2104
Computer Programmer	14071 Computer Programmer I	05-2104
Computer Systems Analyst	14101 Computer Systems Analyst I	05-2104
Customer Service Rep/Gen Clerk	01113 General Clerk III	05-2104
Drafter I / CAD Operator I	30061 Drafter I / CAD Operator I	05-2104
Drafter II / CAD Operator II	30062 Drafter II / CAD Operator II	05-2104
Drafter III / CAD Operator III	30063 Drafter III / CAD Operator III	05-2104
Drafter IV / CAD Operator IV	30064 Drafter IV / CAD Operator IV	05-2104
Electrician Maintenance	23160 Electrician Maintenance	05-2104
Electronics Technician Maintenance I	23181 Electronics Technician Maintenance I	05-2104
Electronics Technician Maintenance II	23182 Electronics Technician Maintenance II	05-2104
Environmental Technician	30090 Environmental Technician	05-2104
Fire Alarm Systems Mechanic	23290 Fire Alarm Systems Mechanic	05-2104
Fire Extinguisher Repairer	23310 Fire Extinguisher Repairer	05-2104
Forklift Operator	21020 Forklift Operator	05-2104
Gardener	11090 Gardener	05-2104
General Clerk I	01111 General Clerk I	05-2104
General Clerk II	01112 General Clerk II	05-2104
General Clerk Iii	01113 General Clerk III	05-2104
General Maintenance Worker	23370 General Maintenance Worker	05-2104
Heavy Equipment Mechanic	23430 Heavy Equipment Mechanic	05-2104
Heavy Equipment Operator	23440 Heavy Equipment Operator	05-2104
HVAC Mechanic	23410 HVAC Mechanic	05-2104
Janitor	11150 Janitor	05-2104
Lab Technician	30090 Environmental Technician	05-2104

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Labor, Grounds Maintenance	11210 Labor, Grounds Maintenance	05-2104
Locksmith	23510 Locksmith	05-2104
Machinery Maintenance Mechanic	23530 Machinery Maintenance Mechanic	05-2104
Machinist, Maintenance	23550 Machinist, Maintenance	05-2104
Maintenance Trades Helper	23580 Maintenance Trades Helper	05-2104
Material Coordinator	21030 Material Coordinator	05-2104
Material Expediter	21040 Material Expediter	05-2104
Material Handling Loader	21050 Material Handling Loader	05-2104
Painter; Maintenance	23760 Painter; Maintenance	05-2104
Pest Controller	99410 Pest Controller	05-2104
Pipe Fitter, Maintenance	23790 Pipe Fitter, Maintenance	05-2104
Plumber, Maintenance	23810 Plumber, Maintenance	05-2104
Production Control Clerk	01270 Production Control Clerk	05-2104
Pruner	11260 Pruner	05-2104
Refuse Collector	99730 Refuse Collector	05-2104
Scheduler/ Order Clerk	01300 Scheduler, Maintenance	05-2104
Secretary I	01311 Secretary I	05-2104
Secretary II	01312 Secretary II	05-2104
Secretary III	01313 Secretary III	05-2104
Service Order Dispatcher	01320 Service Order Dispatcher	05-2104
Sewage Plant Operator	25040 Sewage Plant Operator	05-2104
Sheet-Metal Worker Maintenance	23890 Sheet-Metal Worker Maintenance	05-2104
Stationary Engineer	25070 Stationary Engineer	05-2104
Stock Clerk	21150 Stock Clerk	05-2104
Supply Technician	01410 Supply Technician	05-2104
Tractor Operator	11270 Tractor Operator	05-2104
Truck Driver, Light Truck	31361 Truck Driver, Light Truck	05-2104
Truck Driver, Medium Truck	31362 Truck Driver, Medium Truck	05-2104
Warehouse Specialist	21410 Warehouse Specialist	05-2104
Water Treatment Plant Operator	25210 Water Treatment Plant Operator	05-2104
Welder; Combination Maintenance	23960 Welder; Combination Maintenance	05-2104
Woodcraft Worker	23970 Woodcraft Worker	05-2104
Woodworker	23980 Woodworker	05-2104

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Prices can be adjusted for each geographic area.

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<b>GSA Pricing List</b>		<b>12/11/14</b>
<b>Title</b>	<b>Unit</b>	<b>GSA Rates w/ IFF</b>
Accounting Clerk I **	Hourly	\$27.01
Accounting Clerk II **	Hourly	\$29.22
Accounting Clerk III **	Hourly	\$35.46
Appliance Mechanic **	Hourly	\$35.27
Boiler Tender **	Hourly	\$53.12
Brush Thinner **	Hourly	\$25.45
Carpenter, Maintenance **	Hourly	\$45.83
Carpet Layer **	Hourly	\$41.96
Chief Engineer	Hourly	\$70.79
Civil Engineer	Hourly	\$87.04
Civil Engineering Technician **	Hourly	\$48.85
Computer Programmer **	Hourly	\$48.65
Computer Systems Analyst **	Hourly	\$48.02
Custodial Supervisor	Hourly	\$52.49
Customer Service Rep **	Hourly	\$33.92
Drafter I / CAD Operator I **	Hourly	\$37.02
Drafter II / CAD Operator II **	Hourly	\$44.79
Drafter III / CAD Operator III **	Hourly	\$54.49
Drafter IV / CAD Operator IV **	Hourly	\$57.19
Electrical Engineer	Hourly	\$84.03
Electrician, Journeyman	Hourly	\$59.13
Electrician Maintenance **	Hourly	\$55.93
Electronics Technician Maintenance I **	Hourly	\$43.40
Electronics Technician Maintenance II **	Hourly	\$59.87
Elevator Mechanic	Hourly	\$67.77
Environmental Compliance Manager	Hourly	\$88.93
Environmental Technician **	Hourly	\$41.62
Estimator	Hourly	\$86.86
Facilities Maintenance Manager	Hourly	\$106.78
Fire Alarm Systems Mechanic **	Hourly	\$45.70
Fire Extinguisher Repairer **	Hourly	\$37.76
Foreman	Hourly	\$62.03
Forklift Operator **	Hourly	\$38.78
Gardener **	Hourly	\$28.47
General Clerk I **	Hourly	\$31.38
General Clerk II **	Hourly	\$32.76
General Clerk III **	Hourly	\$36.28
General Forestry Laborer	Hourly	\$26.97
General Maintenance Worker **	Hourly	\$49.96
Ground Maintenance Laborer **	Hourly	\$30.78
Health, Safety & Environmental Inspector	Hourly	\$103.50
Heavy Equipment Mechanic **	Hourly	\$48.51

Heavy Equipment Operator **	Hourly	\$51.83
HR Specialist	Hourly	\$65.94
HVAC Mechanic **	Hourly	\$45.70
Industrial Engineer	Hourly	\$86.83
Janitor **	Hourly	\$23.28
Lab Technician **	Hourly	\$41.16
Landscaper	Hourly	\$36.15
Locksmith **	Hourly	\$45.86
Machinery Maintenance Mechanic **	Hourly	\$49.98
Mechinist, Maintenance **	Hourly	\$46.83
Maintenance Trades Helper **	Hourly	\$36.39
Material Coordinator **	Hourly	\$45.55
Material Expediter **	Hourly	\$44.56
Material Handling Loader/Laborer **	Hourly	\$32.18
Mechanical Engineer	Hourly	\$78.65
O&M Manager	Hourly	\$84.55
Office Manager	Hourly	\$67.31
Painter, Maintenance **	Hourly	\$43.83
Pest Controller **	Hourly	\$36.08
Pipe Filter, Maintenance **	Hourly	\$57.66
Plumber, Maintenance **	Hourly	\$55.24
Procurement Specialist	Hourly	\$48.92
Production Control Clerk **	Hourly	\$32.76
Program Manager	Hourly	\$94.32
Project Manager	Hourly	\$87.54
Pruner **	Hourly	\$27.35
QA/QC Inspector	Hourly	\$48.63
QC Manager	Hourly	\$56.67
Refuse Collector **	Hourly	\$33.92
Resource Manager	Hourly	\$78.24
Scheduler / Order Clerk **	Hourly	\$34.85
Secretary I **	Hourly	\$37.37
Secretary II **	Hourly	\$38.56
Secretary III **	Hourly	\$40.88
Service Order Dispatcher **	Hourly	\$32.54
Sewage Plant Operator **	Hourly	\$45.30
Sheet-Metal Worker Maintenance **	Hourly	\$51.83
Stationary Engineer **	Hourly	\$53.12
Stock Clerk **	Hourly	\$35.80
Supply Manager	Hourly	\$80.71
Supply Technician **	Hourly	\$47.06
Tractor Operator **	Hourly	\$32.10
Tree Climber	Hourly	\$25.45
Tree Planter	Hourly	\$25.45
Tree Planter Mechanical	Hourly	\$27.84
Truck Driver, Light Truck **	Hourly	\$33.95

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Truck Driver, Medium Truck **	Hourly	\$38.54
Warehouse Specialist **	Hourly	\$36.93
Water Treatment Plant Operator **	Hourly	\$44.74
Welder: Combination Maintenance **	Hourly	\$43.02
Woodcraft Worker **	Hourly	\$48.40
Woodworker **	Hourly	\$41.40
Work Control Manager	Hourly	\$74.70

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## **LABOR CATEGORIES**

### **Sin 371 001**

#### **Gardener\*\***

Plans and executes landscaping operations and maintains grounds of properties. Works with assistants preparing and grading terrain, applying fertilizers, seeding and sodding lawns, and transplanting shrubs and plants.

**Minimum Education:** High School Diploma or equivalent with two years experience

#### **General Forestry Laborer**

The General Forestry Laborer performs a variety of tasks to grow nursery stock, reforest, and protect timber tracts.

**Minimum Education:** High School Diploma or equivalent with three years experience

#### **Grounds Maintenance Laborer\*\***

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.

**Minimum Education:** None

#### **Landscaper**

Must be knowledgeable, energetic, self-motivated, and organized. Must have a thorough knowledge of native plant materials. Also must have experience with hardscape construction—the part of a facility's grounds that consist of structures like patios, retaining walls, and walkways.

**Minimum Education:** High School Diploma or equivalent with two years experience

### **Sin 371 002**

#### **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.

**Minimum Education:** High School Diploma or equivalent with two years experience

#### **Brush Thinner\*\***

The Brush Thinner uses a chainsaw, brush blade, or other hand-held equipment, including chemical applicators, such as hypo hatchet and spot gun, where authorized by law, to remove excess trees and other vegetation.

**Minimum Education:** None

#### **Tree Climber**

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

**Minimum Education:** High School Diploma or equivalent with three years experience

#### **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.

**Minimum Education:** High School Diploma or equivalent with three years experience

#### **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.

**Minimum Education:** Associates Degree with five years experience

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## Sin 811 002

### **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.

**Minimum Education:** Professional Certification from a recognized technical training source with two years experience

### **Carpenter, Maintenance\*\***

Performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood.

**Minimum Education:** Professional Certification from a recognized technical training source with four years experience

### **Carpet Layer\*\***

Prepares floor by removing old carpet or other covering, stripping, patching, or cleaning floor.

**Minimum Education:** High School or equivalent with one-year experience

### **Truck Driver, Light Truck\*\***

Straight truck, less than 1 1/2 tons, usually four wheels.

**Minimum Education:** High School or equivalent with one-year experience

### **Electrician, Journeyman**

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.

**Minimum Education:** Professional Certification from a recognized technical training source with two years experience

### **Electrician, Maintenance\*\***

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy.

**Minimum Education:** Professional Certification from a recognized technical training source with four years experience

### **Electronics Technician, Maintenance I\*\***

Applies technical knowledge to perform simple or routine tasks following detailed instructions.

**Minimum Education:** Professional Certification from a recognized technical training source with four years experience

### **Electronics Technician Maintenance II\*\***

Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents.

**Minimum Education:** Professional Certification from a recognized technical training source with six years experience

### **Elevator Mechanic/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.

**Minimum Education:** Professional Certification from a recognized technical training source with four years experience

### **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.

**Minimum Education:** High School or equivalent with one-year experience

### **General Clerk II\*\***

Perform daily office tasks such as sorting and delivering mail, filing, maintaining files, copying and other similar duties. This position requires familiarity with the terminology of the office unit and standard administrative procedures.

**Minimum Education:** High School or equivalent with two years experience

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**General Clerk III\*\***

Performs daily office tasks such as filing, maintaining records, copying, and other similar duties. This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. Uses a computer and other word processors. May direct and lead the work of others.

**Minimum Education:** High School or equivalent with four years experience

**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.

**Minimum Education:** High School or equivalent

**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.

**Minimum Education:** High School or equivalent with two years experience

**Locksmith\*\***

Installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults.

**Minimum Education:** High School or equivalent with three years experience

**Painter, Maintenance\*\***

Paints and redecorates walls, woodwork, and fixtures.

**Minimum Education:** High School or equivalent with one-year experience

**Pest Controller\*\***

Inspect premises to identify infestation source. Sprays chemical solutions or toxic gases and sets mechanical traps to kill pests that infest buildings and surrounding areas. Ability to treat all pests with appropriate treatments and knowledge of procedures.

**Minimum Education:** Professional Certification from a recognized technical training source with one-year experience

**Pipe fitter, Maintenance\*\***

Installs or repairs water, steam, gas or other types of pipe and pipefittings.

**Minimum Education:** Professional Certification from a recognized technical training source with two years experience

**Secretary I\*\***

This position is entry level. In this job task includes office activities and support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. Secretarial assignments include such duties as office coordination, scheduling meetings, preparing and maintaining office records, reports, and correspondences pertaining to the professionals and other management staff.

**Minimum Education:** High School or equivalent with one-year experience

**Secretary II\*\***

This position is an intermediate level and provides a range of principal secretarial assignments in an office, usually to more than one individual. Secretarial assignments include such duties as office coordination, scheduling meetings, preparing and maintaining office records, reports, and correspondences pertaining to the professionals and other management staff.

**Minimum Education:** High School or equivalent with two years experience

**Secretary III\*\***

This position is an experience level and provides a full range of secretarial assignments in an office. The employee has increase responsibility in such areas as interpreting policies and procedures, serve as liaison to staff and high-level management and uses judgment in making decisions. Participate in other management assistant activities.

**Minimum Education:** High School Diploma or equivalent with four years experience.

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**Service Order Dispatcher\*\***

This position receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities.

**Minimum Education:** High School Diploma or equivalent with one-year experience

**Stock Clerk\*\***

Maintains stock levels, places reorders with vendors.

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

**Supply Technician\*\***

Manage deployment preparations including scheduling/coordinating the use of private and Government carriers/resources.

**Minimum Education:** High School Diploma or equivalent with two years experience

**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.

**Minimum Education:** High School Diploma or equivalent with two years experience

**Estimator**

Prepare accurate job estimates based on customer requirements. Maintain proper balance between companies profitability and total customer satisfaction.

**Minimum Education:** Associates Degree with three years experience

**Customer Service Rep/Gen Clerk\*\***

Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel. Retrieves messages from voice mail and forwards to appropriate personnel.

**Minimum Education:** High School Diploma or equivalent with one-year experience

**Forklift Operator\*\***

Operates forklift in and around warehouse or storage site. Load and unload shipments, pallets, etc. Climb, lifts, bends, to reach products. Sort, pack, label, tie products per company procedures.

**Minimum Education:** High School Diploma or equivalent with one-year experience

**Janitor\*\***

Cleans and keeps in an orderly condition factory working areas and washrooms.

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

**Lab Technician\*\***

Performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials.

**Minimum Education:** Professional Certification from a recognized technical training source with two years experience

**Material Expediter\*\***

The Material Expediter 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.

**Minimum Education:** None

**Material Handling Laborer\*\***

Assist with deployment preparations including scheduling/coordinating the use of private and Government carriers/resources.

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

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**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.

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

**Sin 811 003**

**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.

**Minimum Education:** High School Diploma or equivalent with two years experience

**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.

**Minimum Education:** High School Diploma or equivalent with two years experience

**Accounting Clerk III\*\***

The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts.

**Minimum Education:** Associates Degree with three years experience

**Civil Engineer**

Analyze survey reports, maps, drawings, blueprints, aerial photography, and other topographical or geologic data to plan projects.

**Minimum Education:** Bachelors Degree with two years experience

**Civil Engineering Technician\*\***

Assists Civil Engineer in application of principles, methods, and techniques of civil engineering technology.

**Minimum Education:** High School or equivalent with one-year experience

**Computer Programmer\*\***

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.

**Minimum Education:** Bachelors Degree with two years experience

**Computer Systems Analyst\*\***

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.

**Minimum Education:** Bachelors Degree with two years experience

**Custodial Supervisor**

Oversees and supervises the custodial care of facility. Plans, schedules and inspects the work of all custodial staff and ensures the quality and cost effectiveness of all work performed, including preparations for special events.

**Minimum Education:** High School Diploma or equivalent with five years experience

**Drafter I/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.

**Minimum Education:** Associates Degree with two years experience

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**Drafter II/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.

**Minimum Education:** Associates Degree with two years experience

**Drafter III/CAD Operator III\*\***

This operator prepares complete sets of complex drawings or computer models that include multiple views, detail drawings, and assembly drawings. techniques, and standard parts to use in manufacturing the equipment.

**Minimum Education:** Associates Degree with two years experience

**Drafter IV/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.

**Minimum Education:** Bachelors Degree with two years experience

**Electrical Engineer**

Plans and conducts independent work requiring judgment in the evaluation selection, application and adaptation of engineering techniques, procedures, and criteria.

**Minimum Education:** Bachelors Degree with two years experience

**Environmental Compliance Manager**

Environmental Protection Specialist Series includes positions the duties of which involve (1) providing advice and assistance to state and local government agencies on matters relating to the development, execution, and maintenance of adequate environmental protection plans and programs, and the development and review of related grant proposals.

**Minimum Education:** Associates Degree with four years experience

**Health, Safety & Environmental Inspector**

Environmental health specialists monitor health and safety conditions in residential, industrial, commercial, and recreational settings.

**Minimum Education:** Associates Degree with five years experience

**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.

**Minimum Education:** High School Diploma or equivalent with one-year experience

**Human Resources Specialist**

Perform a variety of specialized, complex activities in the coordination of Human Resources (HR). Strong emphasis on proactive problem resolution and departmental communications.

**Minimum Education:** Associates Degree with two years experience

**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.

**Minimum Education:** High School Diploma or equivalent with two years experience

**Mechanical Engineer**

Read and interpret blueprints, technical drawings, schematics, and computer-generated reports.

**Minimum Education:** Professional Certification from a recognized technical training source with two years experience

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**Office Manager**

Supports company operations by maintaining office systems and supervising staff. Responsible for the day-to-day operations of corporate office and site locations.

**Minimum Education:** Associates Degree with three years experience

**Supply Manager**

Responsible for Managing key Supply functions such as materials planning, scheduling and ordering activities associated with the delivery of specific customer products, direct and indirect material purchasing, inventory control and warehousing, shipping and receiving.

**Minimum Education:** Bachelors Degree with three years experience

**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.

**Minimum Education:** High School Diploma or equivalent with two years experience

**Facilities Maintenance Manager**

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

**Minimum Education:** Bachelors Degree with three years experience

**Machinist, Maintenance\*\***

The Machinist, Maintenance produces replacement parts and new parts in making repairs of metal parts of mechanical equipment.

**Minimum Education:** High School Diploma or equivalent with two years experience

**Procurement Specialist**

Responsible for Procurement program implementation, maintenance, and administration. Interfaces with operating company contacts to facilitate issue resolution

**Minimum Education:** Associates Degree with two years experience

**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.

**Minimum Education:** High School or equivalent with one-year experience

**Program Manager**

Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units.

**Minimum Education:** Associates Degree with three years experience

**Project Manager**

Responsible for the performance of projects or a definable portion of a larger program in accordance with company policies, procedures, and guidelines.

**Minimum Education:** Bachelors Degree with three years experience

**QA/QC Inspector**

This inspector implements quality control and safety plans to ensure compliance with contract specifications.

**Minimum Education:** High School or equivalent with two years experience

**Scheduler/Service Order Clerk\*\***

Schedules repairs and lubrication of motor vehicles for vehicle-maintenance concern or company automotive-service shop.

**Minimum Education:** High School or equivalent with one-year experience

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## Sin 811 004

### **Chief Engineer**

Oversee projects by combining knowledge of engineering and construction methods with resources and human management skills. Lead teams of engineers to operate, maintain, and perform corrective and preventive maintenance in a variety of building trade areas. Experience operating high-pressure steam boilers and HVAC systems using computerized and digital controlled systems.

**Minimum Experience:** Bachelor's Degree with seven years' experience

### **Fire Alarm System Mechanic\*\***

Inspect, test, maintain, and repair installed fire alarm detection and suppression systems in accordance with manufacturer's specifications and National Fire Protection Association standards.

**Minimum Education:** High School or equivalent with two years experience

### **Fire Extinguisher Repairer\*\***

Repairs and tests fire extinguishers in repair shops and in establishments, such as factories, homes, garages, and office buildings.

**Minimum Education:** Professional Certification from a recognized technical training source with two years experience

### **Machinery Maintenance Mechanic\*\***

Repairs machinery or mechanical equipment.

**Minimum Education:** High School or equivalent with two years experience

### **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.

**Minimum Education:** High School or equivalent with two years experience

### **Stationary Engineer\*\***

Operates and maintains one or more systems which provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity.

**Minimum Education:** Professional Certification from a recognized technical training source with two years experience

### **Sewage Plant Operator\*\***

Operates and maintains one or more systems which provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity.

**Minimum Education:** High School or equivalent with two years experience

### **Sheet-Metal Worker, Maintenance\*\***

Fabricates, installs, and maintains in good repair the sheet-metal equipment and fixtures of an establishment.

**Minimum Education:** High School or equivalent with two years experience

### **Truck Driver, Medium Truck\*\***

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

**Minimum Education:** High School or equivalent with two years experience

### **Warehouse Specialist\*\***

The Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan.

**Minimum Education:** High School or equivalent with one-year experience

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**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.

**Minimum Education:** Professional Certification from a recognized technical training source with one-year experience

**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.

**Minimum Education:** High School or equivalent with one-year experience

**SIN 811 005****Boiler Tender\*\***

Tends one or more boilers to produce steam or high-temperature water for use in an establishment.

**Minimum Education:** High School or equivalent with one-year experience

**HVAC 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.

**Minimum Education:** Professional Certification from a recognized technical training source with two years experience

**Water Treatment Plant Operator\*\***

This position controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use.

**Minimum Education:** High School or equivalent with two years experience

**Welder, Combination Maintenance\*\***

Facilitating plant maintenance activities by repairing, maintaining and installing plant-piping equipment by performing varied welding tasks.

**Minimum Education:** Professional Certification from a recognized technical training source with one-year experience

\*\* The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U. S. Department of Labor Wages Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (Washington DC).

Prices can be adjusted for each geographic area.