

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 GSA Advantage!® is: GSAAdvantage.gov.

MULTIPLE AWARD SCHEDULE

Contract Number: GS-21F-0064W

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

Contract Period: January 12, 2020 to January 11, 2025

Pricelist current as of Modification # PS-A812 effective May 13, 2020.



POTOMAC SERVICES MANAGEMENT, INC.

**10905 Fort Washington Road
Suite 400**

Fort Washington MD 20744

(301) 965.1022

(571) 425.4851 (Fax)

Website: Psminc@psminc.us

Contact for Contract Administration: Thomas Berhane

Email for Contract Administration: Thomas.Berhane@psminc.us

GENERAL SERVICES ADMINISTRATION

BUSINESS SIZE. Small, SBA Certified Small Disadvantaged.

Prices shown herein are NET

CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

| SIN | SIN Description |
|-----------|--|
| 561730 | Grounds Maintenance |
| 561210FAC | Complete Facilities Maintenance and Management |
| OLM | Order-Level Materials (OLM) |

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.

| SIN | Lowest Priced Items | Price |
|-----------|---------------------|---------|
| 561210FAC | Janitor | \$23.28 |

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. See Pricing Below

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic Only

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Attachment.

7. Quantity discounts: None

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

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

10. Foreign items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): TBD at Task Order level

CUSTOMER INFORMATION CONT'D

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 list that have expedited delivery: TBD at Task Order level

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: TBD at Task Order level

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: TBD at Task Order level

12. F.O.B Points(s): Destination

13a. Ordering Address(es): *Potomac Services Management, Inc.*
10905 Fort Washington Road
Suite 400, Fort Washington, MD 20744

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es): *Potomac Services Management, Inc.*
10905 Fort Washington Road
Suite 400, Fort Washington, MD 20744

15. Warranty provision: Contractor’s standard commercial warranty.

16. Export Packing Charges (if applicable): N/A

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): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

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. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Numbering System (DUNS) number: 605039960

26. Notification regarding registration in System for Award Management (SAM) database.:
Registered

Labor Categories

| Proposed Labor Categories | | GSA Hourly Rate |
|---------------------------------|--------|--------------------|
| 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 |

| Proposed Labor Categories | | GSA Hourly Rate |
|--|--------|--------------------|
| 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 |

| Proposed Labor Categories | | GSA Hourly Rate |
|-------------------------------------|--------|----------------------------|
| 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 |
| Machinist, 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 |

| Proposed Labor Categories | | GSA Hourly Rate |
|------------------------------------|--------|----------------------------|
| 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 |
| 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 |

** Indicates SCLA eligible categories

SCLA Matrix

| SCA Eligible Contract Labor Category | SCA Equivalent Code Title | WD Number | Revision No. |
|---------------------------------------|---|-----------|--------------|
| Accounting Clerk I | 01011 Accounting Clerk I | 15-4281 | 12 |
| Accounting Clerk II | 01012 Accounting Clerk II | 15-4281 | 12 |
| Accounting Clerk III | 01013 Accounting Clerk III | 15-4281 | 12 |
| Appliance Mechanic | 23710 Office Appliance Mechanic | 15-4281 | 12 |
| Boiler Tender | 25010 Boiler Tender | 15-4281 | 12 |
| Carpenter, Maintenance | 23130 Carpenter, Maintenance | 15-4281 | 12 |
| Carpet Layer | 23140 Carpet Layer | 15-4281 | 12 |
| Civil Engineering Technician | 30040 Civil Engineering Technician | 15-4281 | 12 |
| Computer Programmer | 14071 Computer Programmer I | 15-4281 | 12 |
| Computer Systems Analyst | 14101 Computer Systems Analyst I | 15-4281 | 12 |
| Customer Service Rep/Gen Clerk | 01113 General Clerk III | 15-4281 | 12 |
| Drafter I / CAD Operator I | 30061 Drafter I / CAD Operator I | 15-4281 | 12 |
| Drafter II / CAD Operator II | 30062 Drafter II / CAD Operator II | 15-4281 | 12 |
| Drafter III / CAD Operator III | 30063 Drafter III / CAD Operator III | 15-4281 | 12 |
| Drafter IV / CAD Operator IV | 30064 Drafter IV / CAD Operator IV | 15-4281 | 12 |
| Electrician Maintenance | 23160 Electrician Maintenance | 15-4281 | 12 |
| Electronics Technician Maintenance I | 23181 Electronics Technician Maintenance I | 15-4281 | 12 |
| Electronics Technician Maintenance II | 23182 Electronics Technician Maintenance II | 15-4281 | 12 |
| Environmental Technician | 30090 Environmental Technician | 15-4281 | 12 |
| Fire Alarm Systems Mechanic | 23290 Fire Alarm Systems Mechanic | 15-4281 | 12 |
| Fire Extinguisher Repairer | 23310 Fire Extinguisher Repairer | 15-4281 | 12 |
| Forklift Operator | 21020 Forklift Operator | 15-4281 | 12 |
| Gardener | 11090 Gardener | 15-4281 | 12 |
| General Clerk I | 01111 General Clerk I | 15-4281 | 12 |
| General Clerk II | 01112 General Clerk II | 15-4281 | 12 |
| General Clerk III | 01113 General Clerk III | 15-4281 | 12 |
| General Maintenance Worker | 23370 General Maintenance Worker | 15-4281 | 12 |
| Heavy Equipment Mechanic | 23430 Heavy Equipment Mechanic | 15-4281 | 12 |
| Heavy Equipment Operator | 23440 Heavy Equipment Operator | 15-4281 | 12 |
| HVAC Mechanic | 23410 HVAC Mechanic | 15-4281 | 12 |
| Janitor | 11150 Janitor | 15-4281 | 12 |
| Lab Technician | 30090 Environmental Technician | 15-4281 | 12 |
| Labor, Grounds Maintenance | 11210 Labor, Grounds Maintenance | 15-4281 | 12 |
| Locksmith | 23510 Locksmith | 15-4281 | 12 |
| Machinery Maintenance Mechanic | 23530 Machinery Maintenance Mechanic | 15-4281 | 12 |
| Machinist, Maintenance | 23550 Machinist, Maintenance | 15-4281 | 12 |

| SCA Eligible Contract Labor Category | SCA Equivalent Code Title | WD Number | Revision No. |
|---|---------------------------------------|------------------|---------------------|
| Maintenance Trades Helper | 23580 Maintenance Trades Helper | 15-4281 | 12 |
| Material Coordinator | 21030 Material Coordinator | 15-4281 | 12 |
| Material Expediter | 21040 Material Expediter | 15-4281 | 12 |
| Material Handling Loader | 21050 Material Handling Loader | 15-4281 | 12 |
| Painter; Maintenance | 23760 Painter; Maintenance | 15-4281 | 12 |
| Pest Controller | 99410 Pest Controller | 15-4281 | 12 |
| Pipe Fitter, Maintenance | 23790 Pipe Fitter, Maintenance | 15-4281 | 12 |
| Plumber, Maintenance | 23810 Plumber, Maintenance | 15-4281 | 12 |
| Production Control Clerk | 01270 Production Control Clerk | 15-4281 | 12 |
| Pruner | 11260 Pruner | 15-4281 | 12 |
| Refuse Collector | 99730 Refuse Collector | 15-4281 | 12 |
| Scheduler/ Order Clerk | 01300 Scheduler, Maintenance | 15-4281 | 12 |
| Secretary I | 01311 Secretary I | 15-4281 | 12 |
| Secretary II | 01312 Secretary II | 15-4281 | 12 |
| Secretary III | 01313 Secretary III | 15-4281 | 12 |
| Service Order Dispatcher | 01320 Service Order Dispatcher | 15-4281 | 12 |
| Sewage Plant Operator | 25040 Sewage Plant Operator | 15-4281 | 12 |
| Sheet-Metal Worker Maintenance | 23890 Sheet-Metal Worker Maintenance | 15-4281 | 12 |
| Stationary Engineer | 25070 Stationary Engineer | 15-4281 | 12 |
| Stock Clerk | 21150 Stock Clerk | 15-4281 | 12 |
| Supply Technician | 01410 Supply Technician | 15-4281 | 12 |
| Tractor Operator | 11270 Tractor Operator | 15-4281 | 12 |
| Truck Driver, Light Truck | 31361 Truck Driver, Light Truck | 15-4281 | 12 |
| Truck Driver, Medium Truck | 31362 Truck Driver, Medium Truck | 15-4281 | 12 |
| Warehouse Specialist | 21410 Warehouse Specialist | 15-4281 | 12 |
| Water Treatment Plant Operator | 25210 Water Treatment Plant Operator | 15-4281 | 12 |
| Welder; Combination Maintenance | 23960 Welder; Combination Maintenance | 15-4281 | 12 |
| Woodcraft Worker | 23970 Woodcraft Worker | 15-4281 | 12 |
| Woodworker | 23980 Woodworker | 15-4281 | 12 |
| | | | |

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

GSA Labor Category Description

Sin 561730

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

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, 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

Sin 561210FAC

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

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.

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/coordinates 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 company's 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.

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

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: Bachelor's 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: Bachelor's 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: Bachelor's 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.

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: Bachelor's 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: Bachelor's 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.

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: Bachelor's 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: Bachelor's 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: Bachelor's 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.

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.

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

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