



2900 BLACK LAKE PLACE
PHILADELPHIA, PA 19154
215-698-4400

CONTRACT NO.
GS-21F-0073U

**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.

SCHEDULE TITLE: 03FAC – FACILITIES MAINTENANCE AND MANAGEMENT

FSC: Group H, J, M and Z
FSC CLASS: J035
CONTRACT NUMBER: GS-21F-0073U

For more information on order from Federal Supply Schedules
Go to FSS Schedules at <http://www.fss.gsa.gov>

CONTRACT PERIOD: June 1, 2008 through May 31, 2018
CONTRACTOR: Elliott-Lewis Corporation
2900 Black Lake Place
Philadelphia, PA 19154

Telephone: 215-698-4400
Fax: 215-671-1496
Website: www.elliottlewis.com

ADMINISTRATOR: Cristina Prada
215-698-4452
cprada@elliottlewis.com

BUSINESS SIZE: Large

CUSTOMER INFORMATION:

1a. Awarded Special Item Number(s): SEE PAGE 4 and 5 FOR PRICING

Special Item Number (SIN)	Description
811-002	Complete Facilities Maintenance
811-003	Complete Facilities Management
811-004	Electrical and All Utility Services
811-005	Refrigeration, Heating, Ventilation, Air Conditioner, Boiler and Chiller HVAC Maintenance Service
811-006	Facilities Maintenance and Management Consulting
871-202	Energy Management Planning and Strategies
871-203	Training on Energy Management
871-204	Metering Services
871-205	Energy Program Support Services
871-206	Building Commissioning Services
871-207	Energy Audit Services
871-209	Innovations in Energy
871-210	Water Conservation
871-299	Introduction to New Services
003-97	Ancillary Repair and Alterations

1b. LOWEST PRICE MODEL NUMBER AND PRICE FOR EACH SIN:

Not Applicable

1c. DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES WITH EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION ARE PROVIDED BEGINNING ON PAGE 5.

2. MAXIMUM ORDER:

\$750,000.00

3. MINIMUM ORDER:

None

4. **GEOGRAPHIC COVERAGE:**
Domestic Delivery Only - 48 contiguous states, Washington, DC; Alaska; Hawaii; Puerto Rico and the U.S. territories.
5. **POINT OF PRODUCTION:**
Elliott-Lewis Corporation
2900 Black Lake Place
Philadelphia, PA 19154
6. **BASIC DISCOUNT:**
2%
7. **QUANTITY DISCOUNT:**
None
8. **PROMPT PAYMENT TERMS:**
¼ of 1% NET 15, NET 30
9. **GOVERNMENT PURCHASE CARDS ACCEPTED:**
Yes. Excludes prompt payment discounts.
10. **FOREIGN ITEMS:**
None
- 11a. **TIME OF DELIVERY:**
30 Days after Receipt of Order
- 11b. **EXPEDITED DELIVERY:**
25 Days after Receipt of Order
- 11c. **OVERNIGHT/2-DAY DELIVERY:**
Not Applicable
- 11d. **URGENT REQUIREMENTS:**
Consult with Contractor
12. **F.O.B. POINTS:**
Destination
13. **ORDERING ADDRESS:**
Elliott-Lewis Corporation
2900 Black Lake Place
Philadelphia, PA 19154
14. **PAYMENT ADDRESS:**
Elliott-Lewis Corporation
2900 Black Lake Place
Philadelphia, PA 19154

15. **WARRANTY PROVISION:**
One (1) Year Standard Commercial Warranty
16. **EXPORT PACKING CHARGES:**
Not Applicable
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**
Any thresholds above micro-purchase level
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE AND REPAIR:**
Not Applicable
19. **TERMS AND CONDITIONS OF INSTALLATION:**
Not Applicable
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES:**
Not Applicable
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES:**
Not Applicable
21. **LIST OF SERVICE AND DISTRIBUTION POINTS:**
Not Applicable
22. **LIST OF PARTICIPATING DEALERS:**
Not Applicable
23. **PREVENTIVE MAINTENANCE:**
Not Applicable
24. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS):**
Not Applicable
25. **DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:**
#008937641
26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:**
Elliott-Lewis Corporation is registered in the Central Contractor Registration Database (Cage Code 81135)

LABOR PRICE LIST

POSITION DESCRIPTION	HOURLY GSA STRAIGHT TIME RATE	HOURLY GSA OVERTIME RATE
Administrative Assistant	32.41	48.62
Administrative Assistant (871-205)	47.73	71.59
Arborist	93.80	140.70
Asset Manager	118.48	177.72
Assistant Project Manager	69.73	104.59
BAS Operator	46.44	69.65
Building Engineer	46.00	69.00
Building Manager	45.62	68.43
Carpenter	42.69	64.03
Chief Engineer	63.47	95.21
Clerk	28.61	42.92
Construction Project Manager	84.44	126.66
Contract Administrator	59.28	88.92
Data Administrator	29.50	44.25
Data Entry Operator	29.50	44.25
Electrical Engineer	138.23	207.34
Electrician	44.00	66.00
Electrician (811-004)	45.62	68.42
Electrician (871-204)	63.54	95.30
Electronic Systems Specialist	42.69	64.03
Electronic Systems Specialist (811-004)	50.57	75.86
Energy Project Manager	148.10	222.15
Engineer	143.17	214.75
Environmental Engineer	138.23	207.34
Estimator/Planner	69.11	103.67
Fire Protection Engineer	157.98	236.96
General Electrical Maintenance	39.67	59.50
General Maintenance Worker	40.94	61.42
General Mechanical Maintenance	40.94	61.42
High Voltage Electrician	69.11	103.67
HVAC Mechanic	46.44	69.65
Instrument Control Tech	46.07	69.11
Instrument Control Tech (811-004)	54.45	81.81
IT Specialist	88.44	132.66
Laborer	35.21	52.82
LEED Professional	143.17	214.75
Lead Engineer	63.47	95.21

Locksmith	42.06	63.09
Maintenance Mechanic	43.67	65.50
Maintenance Supervisor	48.34	72.51
Maintenance Trades Helper	32.73	49.10
Mechanical Engineer	138.23	207.34
Operations Manager	65.73	98.59
Painter	40.86	61.30
Plumber	43.60	65.41
Plumber (871-204)	80.96	212.44
Principal	157.98	236.96
Professional Engineer	143.17	214.75
Programmer	123.42	185.13
Project Manager	84.44	126.66
Project Manager (811-004 & 811-006))	98.74	148.10
Quality Control Level I	32.41	48.62
Receptionist	32.41	48.62
Senior Energy Manager	148.10	222.15
Senior Engineer	143.17	214.75
Senior Estimator	118.48	177.72
Senior Planner	118.48	177.72
Senior Programmer	133.29	199.94
Senior System Analyst	98.74	148.10
Shift Supervisor	47.23	70.85
Steamfitter	78.99	118.48
Store Room Supervisor	47.45	71.18
Supervisor	50.25	75.38
Support Supervisor	46.24	69.37
Utility Analyst	118.48	177.72
Utility Plumber	80.96	121.44
Utility Mechanic	40.94	61.42
Work Control Manager	69.73	104.59

SPECIAL NOTE: Other Direct Costs 800-1000(03FAC) will include a 10% Mark-up on Materials and Subcontractors.

Administrative Assistant:

Coordinates office services such as purchasing, payroll, records control, and other administrative activities for a department/division, center or other organizational unit; interprets operating policies; exercises independent judgment in the resolution of administrative problems.

Arborist:

Must have received qualifying training or experience in performing various duties of an arborist, identifying problems with trees and recommending applications. Provides expertise from personal knowledge based on proper selection of trees to use for the planned landscape environment. Works with tree trimmers to provide guidance on proper techniques for trimming and pruning. Provides recommendations on proper care of trees, bushes and plants to maintain the health even under severe environmental conditions.

Asset Manager:

Responsible for the daily decisions associated with a client's portfolio. Supervises other staff members directing them in the ongoing operations necessary to properly maintain the client's property. Manages the subcontractor base from start to finish. Establishing the contractor base, researches and identifies subcontractors, verifies insurances and licenses and manages all work assigned to contractors, ensuring that it is completed in a timely fashion. Reviews contractor invoices for accuracy and approves for payment. Oversees all tenant issues, including repairs, manages complaints, and determines the need for evictions. Handles lead base paint inspections, stabilizations and clearances, and termite inspections and treatment contracts. Conducts final review and execution of sales contracts and closing documents completing the deposition program on the client's behalf. Serves as back-up for the Contract Administrator assuring that all client needs are met.

Assistant Project Manager:

Must be experienced in managing people and resources, and offer relevant experience as a project or team manager of facilities maintenance and management services for small to medium size projects or functional support efforts. Has requisite knowledge and expertise in the required management, project, and/or discipline(s) area as it relates to project management objectives and technical support requirements. Must have a level of general management experience required in identifying project finite work elements from Government conveyed requirements, setting up systematic management oversight controls, and bringing project efforts to completion within budget and schedule while achieving technical and quality objectives.

BAS Operator:

BAS Operator monitors building conditions and operates automated heating, ventilation and air conditioning (HVAC) equipment.

Building Engineer:

Responsible for the facility management engineering functions including performing general and building replacement and warehouse duties on structural, mechanical, electrical, HVAC, and sanitary systems and related equipment and machinery work requests and identifies problems and solutions.

Building Manager:

Assures the optimal functioning of building systems including mechanical, fire/life safety, elevators etc. May manage a staff of employees in the maintenance of buildings and grounds to include custodial and security functions. May manage administrative staff involved in tasks such as mail and distribution, conference / meeting support and coordination, duplicating, space planning, management of telecommunications tasks and administrative support. May oversee contractors for facilities renovation project entailing, HVAC, electrical, production floor arrangement, etc. May control allocation and use of personnel to ensure fulfillment of service schedules in all departments at the lowest possible cost. May direct operation of all departments and guides supervisors in the performance of their duties.

Carpenter:

Performs the carpentry duties necessary to maintain in good repair building woodwork and equipment. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments; making standard shop computations relating to dimensions of work; selecting materials necessary for the work. Performs general carpentry work which may include the following tasks: repairs or replaces weather-stripping around doors and windows; replaces caulking around windows and door frames; repairs or replaces door locks, hinges, silencers/closers, stops, and thresholds; inspects and repairs or replaces broken or loose tile, panic hardware on doors, shelves, room dividers, lockers, ceiling tile, metal latrine partitions and hardware; and repairs or replaces door and window screens, replaces broken glass, and repairs clotheslines and playground equipment. Places or repairs floor coverings, including vinyl, asbestos, ceramic, or quarry tile. Patches carpet. Installs gypsum drywall; tapes, joins, and sands drywall panels in preparation for painting or texturing. Constructs wood or metal frame partitions and dropped ceilings and installs lathing, insulation, and wall paneling.

Chief Engineer:

~~The Chief Engineer~~ plans, coordinates, and manages facility operations, maintenance, energy management and environmental programs. The Chief Engineer supervises the lead and watch engineers assigned to the facility. The individual is capable of preparing O&M and Capital budgets, operating strategies, environmental and safety compliance programs, economic justification data, and having communication skills for presenting to senior project management. The capacity to audit daily operations for adherence to operating performance parameters, and advise facility management of deviations and proposed solutions. Coordinate and manage plant engineering resources (internal and third party) necessary to guide facility systems progress for the facility and ensure that functions/activities adhere to sound operating and engineering practices, and comply with company operating philosophy and economics.

Clerk:

Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Background in maintenance operations is considered a plus.

Construction Project Manager:

Total Management responsibility for project or contract operations. Manage administrative, professional, supervisory personnel. Assure quality of work, safety and productivity of project employees and subcontractors. Provide consistent point of contact for clients contracting officer and technical representatives. Assure quality of work, safety and productivity of project employees and subcontractors. Provide consistent point of contact for clients contracting officer and technical representatives. Assure compliance of contractor's operation with contract provisions and all federal and state regulations incorporated therein.

Contract Administrator:

Manages all contracting functions, including analysis of Requests for Proposals, Requests for Quote, reviewing the pricing of proposals, preparation and submission of Cost proposals and all contract documents, negotiation of contracts, contract administration including tracking of performance and costs on each contract, subcontracting, and managing the office contract staff.

Data Administrator:

Responsible for data input and routine operation of CMMS.

Data Entry Operator:

Classifies and codes data to be entered; keys from a variety of prepare and original source documents, forms, and records; identifies and corrects errors; performs clerical and related office tasks as assigned, such as maintaining records of work received and work performed; verifies data input; may help in training new personnel in the procedures and operation of data entry equipment.

Electrical Engineer:

Management responsibility of electrical engineering projects where technical compliance and coordination is essential to the successful completion of the project. Review of statement of work along with plans and specifications to assure the contractor's work complies. Coordinate submittals required for approval by client and/or their design representative. Oversee subcontractor's to assure technical compliance of their work. Establish and control project schedules and critical path for completion.

Electrician:

Performs operation and maintenance of low-voltage electrical power systems beginning at the service entrance of buildings and structures, and maintains complete wiring systems, conduit systems, cable systems, conductors, switches, receptacles, outlets, device plates, and grounds and light fixtures. Operates and maintains power generation equipment and emergency generating devices.

Electronics System Specialist:

Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital multi-meters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. Received technical guidance, as required, from supervisor or higher level technician. Work is spot-checked for accuracy.

Energy Project Manager:

Responsible for planning and managing the delivery of the technical and financial elements of a project (including resources time and cost), either alone or through multi-discipline project teams, with line management responsibility for a team of engineers and technicians of varying experience and providing managerial and technical support.

Engineer:

Responsible for assigned, project-specific, implementation task and providing assistance to the Senior Engineer during the evaluation, analysis and completion of a project.

Environmental Engineer:

Evaluates operations to determine compliance with federal, state, or local statutes as well as environmental regulations. Performs inspections, assesses hazards, and recommends necessary alterations to management.

Estimator/Planner:

Performs construction cost estimating. Provides conceptual cost estimates during Pre-design phase. Performs quantity surveys from design documents and applies cost to quantities of materials. Identifies unusually high cost items in relation to other facilities

Fire Protection Engineer:

Provides leadership developing complex technical solutions for planning and engineering studies and analysis. Plans project coordination and management. Provides comprehensive definition of all technical aspects of project requirements within engineering disciplines. Knowledge of local and national codes. Performs evaluation of alternatives and risks and costs as well as investigative engineering.

General Electrical Maintenance:

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Repairs and installs lighting, ballasts, receptacles. Assists Electrician as needed.

General Maintenance Worker:

Performs general maintenance and repair of equipment and buildings requiring practical skills 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.

General Mechanical Maintenance:

Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge 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; using plaster or compound to patch minor holes and cracks in walls and ceiling; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors steps, and sidewalks; replacing damaged paneling and floors tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery.

High Voltage Electrician:

Under general supervision, applies knowledge, skills and abilities to the journey level to install, maintain and repair high voltage (over 600 volts) electrical distribution systems, transformers, generators, switchgear, and metering and control systems.

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

Instrument Control Tech:

Installs, repairs, maintains and adjusts indicating, recording, tele-metering 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. Disassembles malfunctioning instruments, and 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. May adjust and repair final control mechanisms, such as automatically controlled valves or positioners. May calibrate instruments according to established standards.

IT Specialist:

Coordinates the design, installation and connectivity of the computer and network systems to ensure the stable operation of the organization's IT assets. Includes development, maintenance and support of all new and existing network hardware, software and communication links. Establishes technical priorities, standards, and procedures and implements IT security policies. Ensures sufficient systems capacity for organizational needs. Maintains the organization's server and workstations. Acts as a primary contact with vendors and provides internal support. Resolves user hardware and software problems in a timely fashion.

Laborer:

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

LEEDS Professional:

Provides general sustainable design and sustainable construction consulting. Provides LEED coordination effort and provides assistance on all aspects of sustainable design including sustainable sites, water efficiency, energy efficiency, material resources, and indoor environmental quality.

Lead Engineer:

Directs activities of the building engineers at a specific facility. Assists on setting and attaining budget, schedule, and performance standards of subordinate watch engineers and HVAC service technicians. Will have multiple systems trade experience functioning in supervision capacity for the operation of HVAC, electrical power, water treatment, fuel distribution or uninterruptible power supply (UPS).

Locksmith:

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

Maintenance Mechanic:

Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge 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 an floor tiles; hanging doors and installing door locks; replacing broken window panes; performing general maintenance on equipment and machinery.

Maintenance Supervisor:

Makes periodic inspections of assigned facilities to determine condition; diagnoses problems and initiates necessary action; plans and schedules routine maintenance; establishes work priorities; issues work orders; prepares sketches, plans and carries out remodeling projects; estimates materials and labor costs for remodeling, alterations and installation projects; orders and issues tools, equipment, supplies and supervises maintenance thereof; maintains materials and equipment inventories; performs complex repair and maintenance task; supervises a staff or skilled and semi-skilled workers in such maintenance duties as painting, carpentry, masonry, cement work and general upkeep involving structures furnishings, equipment, floor coverings, acoustical ceiling, plumbing, heating, air conditioning, electrical and related systems; trains, instructs and assigns subordinates, and inspects completed work; trains and evaluates staff; maintains time and cost records; schedules vacation, relief and emergency coverage; ensures that safety standards and regulations are observed.

Maintenance Trades Helper

Performs maintenance and repair task as required in the appropriate trade. 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, machines and equipment; assisting journeymen by holding materials or tools; and performing other unskilled tasks as directed by journeymen. The kind of work the helper performs varies from trade to trade. In some trades the helper is confined to supplying, lifting and holding material and tools and cleaning working areas; and in another he is permitted to perform specialized machine operations or parts of a trade that are also performed by workers on a full-time bases.

Mechanical Engineer:

Management responsibility of mechanical engineering projects where technical compliance and coordination is essential to the successful completion of the project. Review of the statement of work along with plans and specifications to assure the contractor's work complies. Coordinate submittals required for approval by client and/or their design representative. Oversee subcontractor's to assure technical compliance of their work. Establish and control project schedules and critical path for completion.

Operations Manager:

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

Painter:

Paints and redecorates walls, woodwork and fixtures. Work involves the following: knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; and applying paint with spray gun or brush. May mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency.

Plumber:

Assembles, installs, and repairs pipes, fittings and fixtures of heating, water and drainage systems, according to specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level, and plumb bob. Cuts opening in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fitting and pipe composed of metals such as iron, steel, brass, and lead and nonmetals such as glass, vitrified clay, and plastic, using hand and power tools. Joins pipes by use of screws, bolts, fittings, solder and 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. Requires and maintains plumbing by replacing washers in leaky faucets, mending burst pipes and opening clogged drains. May weld holding fixtures to steel structural members.

Principal:

Executive Senior Level position responsible for contractual issues as well as efficient delivery of quality services on time and within established cost parameters. Has authority to enter into binding contractual agreements. Has final responsibility for the overall firm Quality Control. Serves and company's senior operations manager and the in-house technical expert.

Professional Engineer:

Provides engineering and other technical assistance. Manages and performs project administration for projects awarded to outside contractors; prepares reports, design plans and specifications, bid documents and contracts for construction projects. Reviews contractor's work and ensures compliance with specifications, plans, and quality standards; reviews and approves contractor pay requests.

Programmer:

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

Project Manager:

Must be experienced in managing people and resources. Project and team efforts range in complexity from small-scale to broad-based requirements and support efforts. Possesses specific knowledge and expertise in assigned project areas and disciplines as it relates to project objectives and technical support requirements. Must be experienced in identifying project finite work elements from Government conveyed requirements, setting up complete project plans, employ systematic management oversight controls, and bringing project and support efforts to completion within budget and schedule while achieving technical and quality objectives.

Quality Control Level I:

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

Receptionist:

Provides general office support with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties.

Senior Energy Manger:

Senior Level position responsible for project-specific program/project management for the firm's project team. Tasked to ensure performance and on time and within established cost parameters of specific project effort in all disciplines. Serves as lead project team Quality Control Manager.

Senior Engineer:

Senior Level position responsible for project-specific program/project implementation and technical analysis and evaluations related to Engineering Systems.

Senior Estimator:

Oversees and assists in the preparation of accurate, competitive bids by utilizing the latest state –of-the-art equipment. Maintains good relationships with vendors and working knowledge of vendor system. Accurately estimates projects at all levels of difficulty and possesses the ability to flag potential problem areas on a job.

Senior Planner :

Plans, administers and coordinates multiple, complex advance/special projects; organizes and employs resources to achieve project objectives; prepares and monitors project budgets. Organizes and administers research studies, conducts analyses and prepares reports/recommendations regarding land use, infrastructure improvement, environmental requirements and other matters; analyses planning issues and determines project schedules and priorities.

Senior Programmer:

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 or a computer system for a project in engineering, research, accounting, statistics, etc. 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.

Senior System Analyst:

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. 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 source the system analyst is responsible for recognizing probable conflicts and integrating diverse data elements and sources, and produces innovative solutions for a variety of complex problems.

Shift Supervisor:

First line supervisor that can function on either the first, second, or third shift. Specializes in the function and work flow of an identified shift. Establishes individual technician work schedules; coordinates work, assignments and necessary tools/resources to complete assignments; performs personnel performance evaluations; quality control reviews; ensures adherence to proper safety procedures. Accountable for tool/equipment used by staff. Ensures completion of work orders documentation, adherence to work schedules, discipline, prepares reports as required. Recommends technical training for staff members.

Steamfitter:

Installs and maintains the many mechanical, electrical and electronic components, such as motors, compressors, pumps, fans, ducts, pipes, thermostats and switches that are part of heating, air-conditioning and refrigeration systems. Maintain, diagnose and correct problems throughout the entire system using special tools and test equipment. Able to understand and follow complex blueprints, drawings and other documentation plus analyze complex functions, procedures, and problems to find creative, logical and effective solutions.

Store Room Supervisor:

Manages all aspects of the store or stock room. Monitors staffing needs, work flow and productivity; makes recommendations to improve work processes. Insures quality of services and products provided. Seeks input from customers and university management to improve services and meet customer needs. Calculates inventory needed. Does spot inventory checks. Monitors the flow of merchandise for day to day needs peak rush periods. Oversees purchase order and record keeping process. May prepare operations budget, monthly financial reviews, etc. Responsible for overall supervision and direction of full and part-time staff; interviews, selects, trains and disciplines employees; conducts formal and informal reviews. Interacts with customers to review orders placed; suggest best sources to meet customer needs for quick turn around and special merchandise. Prepares the store or stock room for inventory and take the necessary actions to reconcile accounting statements. Meets, negotiates and places orders with vendors and other outside service providers. Troubleshoots problems and questions; expected to answer questions or correct problems as they occur; refers only difficult issues and questions to supervisor. As needed, performs the responsibilities of the Store Room Assistant.

Supervisor:

First-line supervision. Establishes individual technician work schedules; coordinates work assignments and necessary tools/resources to complete assignments; performs personnel performance evaluations; quality control reviews; ensures adherence to proper safety procedures. Accountable for tool/equipment used by staff. Ensures completion of work orders documentation, adherence to work schedules disciplines, prepares reports as required. Recommends technical training for staff members.

Support Supervisor:

First line supervisor that can function on either the first, second, or third shift. Specializes in the function and work flow of an identified shift. Establishes individual technician work schedules; coordinates work assignments and necessary tool/resources to complete assignments; performs personnel performance evaluations; quality control reviews; ensures adherence to proper safety procedures. Accountable for tool/equipment used by staff. Ensures completion of work orders documentation, adherence to work schedules, disciplines, prepares reports as required. Recommends technical training for staff members.

Utility Analyst:

Responsible for project-specific utility related analysis and evaluation. Review historical energy consumption data and develops analytical charts for current and future energy consumption evaluations. Helps the other project team members towards the completion of specific tasks related to the project.

Utility Plumber:

Assemble, install and repair pipes, fittings and fixtures of heating, water and drainage systems, according to specifications and plumbing codes. Assemble pipe sections, tubing and fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking or soldering, brazing and welding equipment.

Utility Mechanic:

Will perform routine maintenance duties in areas of plumbing, electrical, painting, carpentry, mechanical and upkeep of HVAC units. The utility mechanic would routinely inspect the landscaping/lawn service, sprinkler systems, lights, roof and look for any items in need of repair.

Work Control Manager:

Directs all customer service requests, maintenance, custodial, and landscape services requests for Building & Landscape Services in Facilities Management. Implements and maintains the work control process for the facility. Ensures projects are closed out. This requires log to be completed on Facility Maintenance Management System maintained by the contractor for the customer.