

• **GSA Price List - Non SCA Positions**

SINs	Job Title	GSA Price with IFF
811 002, 811 003, 811 003-97 and 811-006	Executive In Charge	\$217.62
811 002, 811 003, 811 003-97 and 811-006	Project Executive	\$159.59
811 002, 811 003, 811 003-97 and 811-006	On Site Supervisor/Assistant Project Manager	\$111.23

GSA Price List - SCA Positions

*The following prices are based on New York City, N.Y. WD 05-2375 (Rev.-9), CTSI will provide prices based on the local areas' Service Contract Act - Wage Determinations or prevailing price mechanism.

SINs	SCA Eligible Contract Labor Category	GSA Equivalent Title	GSA Price with IFF
811 002, 811 003, 811 003-97 and 811-006	23130 - Carpenter, Maintenance	Carpenter, Maintenance	\$54.77
811 002, 811 003, 811 003-97 and 811-006	23160 - Electrician, Maintenance	Electrician, Maintenance	\$66.73
811 002, 811 003, 811 003-97 and 811-006	23370 - General Maintenance Worker	General Maintenance Worker	\$46.21
811 002, 811 003, 811 003-97 and 811-006	23411 - Heating, Ventilation And Air-Conditioning	Heating, Refrigeration And Air-Conditioning Mechanic	\$47.22
811 002, 811 003, 811 003-97 and 811-006	23470 - Laborer	Laborer	\$31.90
811 002, 811 003, 811 003-97 and 811-006	23530 - Machinery Maintenance Mechanic	Machinery Maintenance Mechanic	\$45.03
811 002, 811 003, 811 003-97 and 811-006	23580 - Maintenance Trades Helper	Maintenance Trades Helper	\$33.46
811 002, 811 003,	23810 - Plumber,	Plumber, Maintenance	\$59.76

811 003-97 and 811-006	Maintenance		
811 002, 811 003, 811 003-97 and 811-006	01113 - General Clerk III	General Clerk III	\$36.61
811 002, 811 003, 811 003-97 and 811-006	01192 - Order Clerk II	Order Clerk II	\$41.29
811 002, 811 003, 811 003-97 and 811-006	01261 - Personnel Assistant (Employment) I	Personnel Assistant (Employment) I	\$35.61
811 002, 811 003, 811 003-97 and 811-006	99050 - Desk Clerk 16.69	Customer Service Desk Representative	\$33.12
811 002, 811 003, 811 003-97 and 811-006	23410 - Heating, Ventilation And Air-Conditioning	Service Technician	\$47.22
811 002, 811 003, 811 003-97 and 811-006	30086 - Engineering Technician VI	Chief Engineer	\$81.31
811 002, 811 003, 811 003-97 and 811-006	01020 - Administrative Assistant	Administrative Assistant	\$56.48
811 002, 811 003, 811 003-97 and 811-006	11150 - Janitor	Custodian	\$31.49

- **Labor Category Descriptions**

Position Descriptions and Responsibilities applicable to SIN(s):, 811-002, 811-003, 811-0064, and 003-97

Substitute for Education Requirement Policy

Radice Enterprises, LLC recognizes varying levels of education and experience in their position descriptions. Radice maintains that many times experience is as or more important than formal preparation. Therefore, it is policy to substitute certain years of related experience for one year of higher education where appropriate and with the client's approval.

NON SCA Positions

Executive in Charge

Minimum/General Experience: 5 years

Functional Responsibility: Responsible for overall project implementation including planning, directing, supervising and controlling all technical, fiscal and administrative functions of the project. Ensures completion of contractual obligations; works with client for strategic management planning and capital considerations; identifies potential opportunities and threats to facility operations and/or tenant comfort; may conduct reviews, staff meetings, financial assessments, manages physical reviews of mechanical systems; and identifies equipment and/or building systems requiring refurbishing or replacement.

Minimum Education: BS/BA Degree in Construction or Engineering and or 15 Years Experience In Facility Management

Security Clearance: None Required

Project Executive

Minimum/General Experience: 3 years

Functional Responsibility: Ensures completion of contractual obligations to customer. Manages multi-level and complex projects. Responsible for strategic management planning and capital considerations; schedules and performs joint facility in accordance with Quality Control Plan; identifies potential opportunities and threats to facility operations; conducts regular review of status of planned and current projects with client representatives; provides repairs and alterations management and estimates to asset team as required in accordance with Repair Plan and Equipment Repair Assessment Plan; coordinates staff meetings; maintains contract documentation and financial management records; ensures performance and compliance; serves as customer liaison, and reviews and update of equipment inventory.

Minimum Education: BS/BA Degree in Construction or Engineering

Security Clearance: None Required

On-Site Supervisor/Assistant Project Manager

Minimum/General Experience: 5 years

Functional Responsibility: Ensures the proper execution of the Operations and Preventative/Predictive Maintenance Plan program for performance, continuity, and compliance; maintains Building Operating Plans; coordinates mechanical, engineering, elevator, and quality control activities in each to maintain optimum facility operations in accordance with Quality Control Plan; oversees subcontractors performance and compliance; evaluates potential facility threats and identifies management methods; coordinates staff meetings with Project Manager and/or Project Executive; provides repairs and alteration management and estimates to asset team as required; and, reviews and maintains equipment and maintenance inventory for the buildings in accordance with Repair Plan, Equipment Repair Assessment Plan, and Energy Conservation Plan.

Minimum Education: BS/BA in Engineering, Business Management, or related discipline

Security Clearance: None Required

SCA Positions

"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 Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly."

Carpenter, Maintenance

Minimum/General Experience: 1 year

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

Minimum Education: High School Diploma or GED

Security Clearance: None Required

Electrician, Maintenance

Minimum/General Experience: 3 years

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

Minimum Education: High School Diploma or GED and formal apprenticeship

Security Clearance: None Required

General Maintenance Worker

Minimum/General Experience: 1 year

Functional Responsibility: Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks,

water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged paneling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery.

Minimum Education: High School Diploma or GED

Security Clearance: None Required

Heating, Refrigeration and Air-Conditioning Mechanic

Minimum/General Experience: 3 years

Functional Responsibility: Installs, services and repairs environmental-control systems, utilizing knowledge of refrigeration theory, pipefitting and structural layout. Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation. 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.

Minimum Education: High School Diploma or GED and formal apprenticeship. CFC Certification Required.

Security Clearance: None Required

Laborer

Minimum/General Experience: None Required

Functional Responsibility: Performs tasks which require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: loads and unloads trucks, and other conveyances; moves supplies and materials to proper location by wheelbarrows or 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 walk-ways; picks up leaves and trash.

Minimum Education: High School Diploma or GED

Security Clearance: None Required

Machinery Maintenance Mechanic

Minimum/General Experience: 3 years

Functional Responsibility: Repairs machinery or mechanical equipment. Work involves most of the following: examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shops; reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.

Minimum Education: High School Diploma or GED

Security Clearance: None Required

Maintenance Trades Helper

Minimum/General Experience: None Required

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

Minimum Education: High School Diploma or GED

Security Clearance: None Required

Plumber, Maintenance

Minimum/General Experience: 3 years

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

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

Minimum Education: High School Diploma or GED and formal apprenticeship

Security Clearance: None Required

General Clerk III

Minimum/General Experience: 3 years

Functional Responsibility: Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower level clerks.

Minimum Education: High School Diploma or GED

Security Clearance: None Required

Order Clerk II

Minimum/General Experience: 1 year

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

Minimum Education: High School Diploma or GED

Security Clearance: None Required

Personnel Assistant (Employment) I

Minimum/General Experience: 1 year

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

Minimum Education: High School Diploma or GED

Security Clearance: None Required

Customer Service Desk Representative

Minimum/General Experience: 1 year

Functional Responsibility: Receives, direct and/or respond to incoming calls and visitors; creates Service Call tickets and notifies appropriate building staff via fax or phone; sends email and other mail as assigned; maintains office files and supplies; may handle payments; and assists with daily office tasks under supervision.

Minimum Education: High School Diploma or GED

Security Clearance: None Required

Service Technician

Minimum/General Experience: 3 Years

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

Minimum Education: High School Diploma or GED and formal apprenticeship. Must meet State and local requirements for applicable licensure. (Typically Stationary Engineer License)

Security Clearance: None Required

Chief Engineer

Minimum/General Experience: 3 Years

Functional Responsibility: Manages projects under supervision of senior management staff. Duties may include the following: serves as liaison between client and building operational staff; coordinates all operational and repair-related issues with project staff, maintains and supervises Equipment and Maintenance Inventory; ensures timely provision of proper tools and safety equipment for staff to perform routine and preventive maintenance jobs; supervises and directs building operations staff; delegate tasks; maintains current Building Operating Protocols; develop change order project proposals, verifies scope of work, develops price quotations and supervises work projects; provides consultation, performs inspections, and creates reports.

Minimum Education: High School Diploma. Must meet applicable state and local licensing requirements.

Security Clearance: None Required

Administrative Assistant

Minimum/General Experience: 3 Years

Functional Responsibility: Provides administrative support in support of program goals. Duties may include a combination of the following: entering and monitoring data, creating and delivering service tickets and reports, manages mail, maintains databases, answers phones and other customer service needs, maintain payroll data, gathers log sheets, tour inspections, and preventive maintenance sheets for monthly reports; and other administrative duties as assigned.

Minimum Education: High School Diploma or GED

Security Clearance: None Required

Custodian

Minimum/General Experience: 1 Year

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

Minimum Education: High School Diploma or GED

Security Clearance: None Required