



Company Profile

Founded in 2009, Advanced Technology Logistics, Inc. (ATL) is a premier **8(a), Small Disadvantaged, and Service Disabled Veteran Owned Small Business** committed to providing our clients innovative, affordable, on time services and solutions. ATL is headquartered in Atlanta, Georgia with satellite offices in Washington, DC, San Antonio, TX, Huntsville, AL, and Montgomery, AL. Our focus is on the mission. Our strength is in our attention to detail. ATL's professionals play a critical role in reducing the impact of rapid personnel changes on programs during the rotation of military and civilian personnel to and from deployment locations. We pride ourselves on delivering services that meet the internationally-recognized ISO 9001:2008 quality standard.

The Mission

Advanced Technology Logistics, Inc. (ATL) is committed to the success of our customers and our business partners. Our mission is to provide efficient and effective state-of-the-art solutions by excelling in technology and services with the ability to be responsive in seizing the opportunity and to properly apply technology. ATL adopts this principle by incorporating the latest advances in technology, engineering and logistics "perfectly timed technical solutions". ATL is committed to customer satisfaction through the highest levels of integrity, innovation, and technical competence.

Advanced Technology Logistics, Inc.
37 Calumet Parkway, Building F, Suite 103
Newnan, GA 30263
678-673-6145
www.atlinc-ga.com

Contract Number: GS-21F-062BA
Contract Dates: March 3, 2019 – March 2, 2024

Updated through Modification PO-0011, dated January 24, 2019

Business: Verified Small Disabled Veteran-Owned & 8(a) Small Business

**Services: Complete Facilities Maintenance SIN 811-002
Complete Facilities Management SIN 811-003
03FAC 500 Order Level Materials**

CALL US TODAY FOR MORE INFORMATION

Please contact **Levi Robinson**
Office: (678) 673-6145
Direct: (404) 547-4985
Fax: (678) 673-6146
Email: BD@ATLINC-GA.COM



**GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICES AUTHORIZED
FEDERAL SUPPLY SCHEDULE CATALOG/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 is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage is <http://www.gsaadvantage.gov>.

SCHEDULE TITLE: 03FAC – Facilities Maintenance and Management

FSC Group: 03FAC

Contract No. GS-21F-062BA

Contract Period: March 3, 2019— March 2, 2024

Contractor: Advanced Technology Logistics, Inc.
37 Calumet Parkway, Building F, Suite 103
Newnan, GA 30263
678-673-6145
Website: www.atlinc-ga.com

CONTRACTORS ADMINISTRATION SOURCE: Levi Robinson, President
Email: Contracts@atlinc-ga.com

CONTRACTORS SOURCE FOR ORDERS/RFP/RFQS: Levi Robinson, President
Email: Contracts@atlinc-ga.com

BUSINESS SIZE: 8(a), Small Disadvantaged, and Service Disabled Veteran Owned Small Business

CUSTOMER INFORMATION

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs) SIN DESCRIPTION

| | |
|------------|---------------------------------|
| 811-002 | Complete Facilities Maintenance |
| 811-003 | Complete Facilities Maintenance |
| 03 FAC 500 | Order Level Materials |

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: Not Applicable

1c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY, AND EDUCATION: All hourly rates shown are firm fixed price. See the following price list for hourly rates by location and labor category. See the Job Descriptions provided after the pricing information.

2. **MAXIMUM ORDER*:** \$1,000,000 per SIN
3. **MINIMUM ORDER:** \$100
4. **GEOGRAPHIC COVERAGE:** The geographic scope of the contract is the 48 contiguous states, The District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico and all U.S. Government installations and/or agencies abroad.
5. **POINT(S) OF PRODUCTION:** Not Applicable
6. **DISCOUNT FROM LIST PRICES:** Not Applicable
7. **QUANTITY DISCOUNT(S):** TBD at task order level
8. **PROMPT PAYMENT TERM:** TBD at task order level
- 9a. **Government Purchase Cards are accepted at or above the micro purchase threshold.**
- 9b. **Government Purchase Cards are accepted above the micro purchase threshold.**
10. **FOREIGN ITEMS:** Not Applicable
- 11a. **TIME OF DELIVERY:** 30 days or TBD at task order level
- 11b. **EXPEDIATED DELIVERY:** 30 days or TBD at task order level
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** Not Applicable
- 11d. **URGENT REQUIREMENTS:** Call Contractor to request expedited delivery
12. **FOB POINT:** Not Applicable
13. **ORDERING ADDRESS:** 37 Calumet Parkway, Building F, Suite 103
Newnan, GA 30263
Phone Number: 678-673-6145
Fax Number: 678-673-6146
Email Address: Contracts@atlinc-ga.com
14. **PAYMENT ADDRESS:** 37 Calumet Parkway, Building F, Suite 103
Newnan, GA 30263
Phone Number: 678-673-6145
Fax Number: 678-673-6146
Email Address: Accounting@atlinc-ga.com
15. **WARRANTY PROVISION:** Not Applicable
16. **EXPORT PACKING CHARGES:** Not Applicable



- 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**
Call Contractor
- 18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:** Not Applicable
- 19. **TERMS AND CONDITIONS OF INSTALLATION:** Not Applicable
- 20a. **TERMS AND CONDITOINS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE:** Not Applicable
- 20b. **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
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES:** Not Applicable
- 24b. **SECTION 508 COMPLIANCE FOR EIT:** Not Applicable
- 25. **DUNS NUMBER:** 830513714
- 26. **NOTIFICATION REGARDING REGISTRATION IN THE SYSTEM FOR AWARD MANAGEMENT:** Advanced Technology Logistics, Inc. (ATL) is registered in SAM.

GSA PRICE LIST

Prices valid for geographic scope of 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico and all U.S. Government installations and/or agencies abroad. The rates include the GSA IFF Fee.

| Category | CODE | Occupation Title | Year 1 3/3/19- 3/2/20 | Year 2 3/3/20- 3/2/21 | Year 3 3/3/21- 3/2/22 | Year 4 3/3/22- 3/2/23 | Year 5 3/3/23- 3/2/24 |
|----------|-------|------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| N | 01013 | Accounting Clerk III | \$41.37 | \$42.62 | \$43.89 | \$45.21 | \$46.57 |
| N | 01020 | Administrative Assistant | \$55.86 | \$57.53 | \$59.26 | \$61.04 | \$62.87 |
| N | 01113 | General Clerk III | \$34.46 | \$35.49 | \$36.56 | \$37.65 | \$38.78 |
| N | 01270 | Production Control Clerk | \$44.33 | \$45.66 | \$47.03 | \$48.44 | \$49.89 |
| N | 01313 | Secretary | \$44.18 | \$45.50 | \$46.87 | \$48.28 | \$49.72 |
| N | 01410 | Supply Technician | \$55.86 | \$57.53 | \$59.26 | \$61.04 | \$62.87 |
| N | 11150 | Janitor | \$25.90 | \$26.67 | \$27.47 | \$28.30 | \$29.15 |
| N | 11210 | Laborer, Grounds Maintenance | \$27.84 | \$28.68 | \$29.54 | \$30.42 | \$31.33 |
| N | 21040 | Material Expediter | \$44.33 | \$45.66 | \$47.03 | \$48.44 | \$49.89 |
| N | 23160 | Electrician | \$48.17 | \$49.62 | \$51.10 | \$52.64 | \$54.22 |
| N | 23370 | General Maintenance Worker | \$38.49 | \$39.65 | \$40.84 | \$42.06 | \$43.33 |
| N | 23470 | Laborer, General | \$28.88 | \$29.74 | \$30.64 | \$31.56 | \$32.50 |
| N | 23530 | Machinery, Maintenance Mechanic | \$48.54 | \$50.00 | \$51.50 | \$53.04 | \$54.63 |
| N | 23580 | Maintenance Trades Helper | \$33.76 | \$34.77 | \$35.82 | \$36.89 | \$38.00 |
| N | 23790 | Pipefitter, Maintenance | \$48.90 | \$50.36 | \$51.88 | \$53.43 | \$55.03 |
| N | 23810 | Plumber, Maintenance | \$46.78 | \$48.18 | \$49.62 | \$51.11 | \$52.65 |
| 811 003 | N/A | Project Manager | \$163.64 | \$168.55 | \$173.60 | \$178.81 | \$184.17 |
| 811 003 | N/A | Computer Systems Analyst II | \$58.13 | \$59.88 | \$61.67 | \$63.52 | \$65.43 |
| 811 003 | N/A | Program Analyst | \$136.36 | \$140.45 | \$144.67 | \$149.01 | \$153.48 |
| 811 003 | N/A | QA/QC Inspector | \$71.66 | \$73.81 | \$76.02 | \$78.30 | \$80.65 |

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 awarded are in line with the geographic scope of the contract (i.e. nationwide).

| SCA Matrix | | |
|--------------------------------------|--------------------------------|-----------------------------------|
| SCA Eligible Contract Labor Category | SCA Equivalent Code Title | WD Number |
| Accounting Clerk III | 01013 Accounting Clerk III | WD 2015-4281, Rev 12, 12/26/18 |
| Administrative Assistant | 01020 Administrative Assistant | WD 2015-4281, Rev 12, 12/26/18 |
| General Clerk III | 01113 General Clerk III | WD 2015-4281, Rev 12, |

| | | |
|---------------------------------|---------------------------------------|--------------------------------|
| | | 12/26/18 |
| Production Control Clerk | 01270 Production Control Clerk | WD 2015-4281, Rev 12, 12/26/18 |
| Secretary | 01313 Secretary III | WD 2015-4281, Rev 12, 12/26/18 |
| Supply Technician | 01410 Supply Technician | WD 2015-4281, Rev 12, 12/26/18 |
| Janitor | 11150 Janitor | WD 2015-4281, Rev 12, 12/26/18 |
| Laborer, Grounds Maintenance | 11210 Labor, Grounds Maintenance | WD 2015-4281, Rev 12, 12/26/18 |
| Materia Expediter | 21040 Materia Expediter | WD 2015-4281, Rev 12, 12/26/18 |
| Electrician | 23160 Electrician | WD 2015-4281, Rev 12, 12/26/18 |
| General Maintenance Worker | 23370 General Maintenance Worker | WD 2015-4281, Rev 12, 12/26/18 |
| Laborer, General | Laborer, General23470 | WD 2015-4281, Rev 12, 12/26/18 |
| Machinery, Maintenance Mechanic | 23530 Machinery, Maintenance Mechanic | WD 2015-4281, Rev 12, 12/26/18 |
| Maintenance Trades Helper | 23580 Maintenance Trades Helper | WD 2015-4281, Rev 12, 12/26/18 |
| Pipefitter, Maintenance | 23790 Pipefitter, Maintenance | WD 2015-4281, Rev 12, 12/26/18 |
| Plumber, Maintenance | 23810 Plumber, Maintenance | WD 2015-4281, Rev 12, 12/26/18 |

Order-Level Materials (OLMs) – OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS Blank Purchase Agreement (BPA). OLMs are not defined, priced or awarded at the FSS contract level. It is unknown before task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time and Material (T&M) or Labor Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not-To-Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts or supplies and incidental services for which there is not a labor category specific in the FSS contract, other direct costs, and indirect costs. OLMs are purchased under the authority of the FSS Program and are not “open market items.”

Accounting Clerk III

JOB DESCRIPTION: Uses a knowledge of double entry bookkeeping in performing one or more of the following: posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

MINIMUM QUALIFICATIONS: High School Diploma with 2 years relevant experience.

Administrative Assistant

JOB DESCRIPTION: Aids executive in staff capacity by coordinating office services, such as personnel, budget preparation and control, housekeeping, records control, and special management studies: Studies management methods in order to improve workflow, simplify reporting procedures, or implement cost reductions. Analyzes unit operating practices, such as recordkeeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures. Analyzes jobs to delimit position responsibilities for use in wage and salary adjustments, promotions, and evaluation of workflow. Studies methods of improving work measurements or performance standards. Coordinates collection and preparation of operating reports, such as time-and-attendance records, terminations, new hires, transfers, budget expenditures, and statistical records of performance data. Prepares reports including conclusions and recommendations for solution of administrative problems. Issues and interprets operating policies. Reviews and answers correspondence. May assist in preparation of budget needs and annual reports of organization. May interview job applicants, conduct orientation of new employees, and plan training programs.

MINIMUM QUALIFICATIONS: High School Diploma with 2 years relevant experience. Microsoft certifications preferred.

General Clerk III

JOB DESCRIPTION: Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others. Typical duties include a combination of the following: maintaining time and material records, taking inventory of equipment and supplies, answering questions on departmental services and functions, operating a variety of office machines, posting to various books, balancing a restricted group of accounts to controlling accounts, and assisting in preparation of budgetary requests.

MINIMUM QUALIFICATIONS: High School Diploma with 1 year relevant experience.

Production Control Clerk

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

MINIMUM QUALIFICATIONS: High School Diploma with 5 years relevant experience.

Secretary II

JOB DESCRIPTION: Provides principle secretarial support in a professional office environment. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs and procedures related to the work of the office. Handles differing situations, problems and deviations in the work of the office according to the managers general instructions, priorities, duties, policies and program goals. Screens telephone calls, visitors and incoming correspondence; personally responds to requests for information concerning office procedures; Prepares correspondence; schedules appointments; makes arrangements for meetings, assembles materials; collects information from files or staff for routine inquiries for reports; maintains office supply and property inventory; greets visitors; maintains calendars. Verifies funding approval; researches availability and best cost of needed items. Places approved orders for parts, office supplies and miscellaneous items needed to support project activities. Tracks status of ordered items, verifies shipping data and records tracking numbers and delivery dates. Reports projected arrival dates, method of shipment and carrier information. If purchase is local, coordinates the pickup or delivery of purchased items. Inputs purchase orders into accounting system and enters general ledger codes, enters vendor invoices for payment, and reconciles the credit card statements. Other duties as assigned.

MINIMUM QUALIFICATIONS: High school Diploma and 5 years relevant experience.

Supply Technician

JOB DESCRIPTION: Supply technicians generally follow established methods and procedures which have been developed by supply specialists or management personnel. They are primarily concerned with the application of these guidelines to specific supply problems or situations. Occasionally, they may develop individualized work plans or procedures, but these typically are limited to the individual situations with which they work



MINIMUM QUALIFICATIONS: A high school diploma and 2 years of relevant experience that includes communications experience in a customer service environment, OR an equivalent combination of education, training, and/or experience.

Janitor

JOB DESCRIPTION: 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 QUALIFICATIONS: High School Diploma with 1 year relevant experience.

Laborer. Grounds Maintenance

JOB DESCRIPTION: Maintains grounds and areas along highway right-of-way of city, state, and national parks: Sows grass seed, using spreader, or plants trees, shrubs, or flowers, according to instructions and planned design of landscaped area, using hand tools. Applies herbicide or mulch to designated areas, using sprayers. Grubs and weeds around bushes, trees, and flower beds. Trims hedges and prunes trees, using hand tools. Mows lawns, using hand mower or power-driven lawnmower. Picks up and burns or carts away paper and rubbish. Repairs and paints benches, tables, and guardrails, and assists in repair of roads, walks, buildings, and mechanical equipment, using hand tools.

MINIMUM QUALIFICATIONS: High School Diploma with 1 year relevant experience.

Material Expeditor

JOB DESCRIPTION: Compiles and maintains material and parts inventory and status information to expedite movement of material and parts between production areas, according to predetermined production schedules and order priorities: Reads production schedules, inventory reports, and work orders to determine type and quantity of materials required, availability of stock, and order priority. Confers with department supervisors to determine overdue material and parts and to inform supervisors of material status. Locates and distributes materials to specified production areas, manually or using handcart, hand truck, or forklift. Records and maintains perpetual inventory of quantity and type of materials and parts received, stocked, and distributed, manually or using computer. Compiles and maintains records, such as material inventory records, production records, and timecards, manually or using computer.

MINIMUM QUALIFICATIONS: High School Diploma with 2 years relevant experience.

Electrician

JOB DESCRIPTION: Installs and repairs electrical systems, apparatus, and electrical and electronic components of industrial machinery and equipment, following electrical code, manuals, schematic diagrams, blueprints, and other specifications, using hand tools, power tools, and electrical and electronic test equipment: Installs power supply wiring and conduit for newly installed machines and equipment, such as robots, conveyors, and programmable controllers, following electrical code and blueprints, using hand tools and voltage tester. Connects power supply wires to machines and



equipment, and connects cables and wires between machines and equipment, following manuals, schematic diagrams, and blueprints, using hand tools and test equipment. Diagnoses malfunctioning apparatus, such as transformers, motors, and lighting fixtures, using test equipment, and replaces damaged or broken wires and cables, using hand tools. Tests malfunctioning machinery, using test equipment, and discusses malfunction with other maintenance workers

MINIMUM QUALIFICATIONS: Certification and License if required with 5 years relevant experience.

General Maintenance Worker

JOB DESCRIPTION: Providing maintenance services as needed and/or assigned; assisting in a wide variety of maintenance activities; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools, materials and vehicles are maintained in good working order and are available at job site when needed.

MINIMUM QUALIFICATIONS: High School Diploma with 4 years relevant experience.

Laborer, General

JOB DESCRIPTION: Cleans and polishes lighting fixtures, marble surfaces, and trim. May cut and trim grass, and shovel snow, using power equipment or hand tools. May deliver messages. May transport small equipment or tools between departments. May setup tables and chairs in auditorium or hall.

MINIMUM QUALIFICATIONS: High School Diploma with 1 year relevant experience.

Machinery Maintenance Mechanic

JOB DESCRIPTION: Diagnose malfunctions in production machinery and equipment. Repair and maintain machinery and equipment in accordance with blueprints, schematic drawings, operations manuals, and manufacturer's specifications. May set up and operate metalworking machinery and tools, such as lathe, drill press, and grinder to make and repair parts.

MINIMUM QUALIFICATIONS: Certification with 2 years relevant experience.

Maintenance Trades Helper

JOB DESCRIPTION: in repairing and maintaining machinery, equipment, physical structures, and plumbing and electrical systems of industrial establishment, using hand tools and power tools: Dismantles machines or equipment, replaces defective parts and motors, and adjusts feed mechanisms. Cleans and lubricates machine parts, such as shafts, pulleys, gears, and bearings, using rags, brushes, grease gun, and oilcan. Replaces or repairs machine belts. Removes dust, dirt, grease, and waste material from machines. Paints machines or equipment to prevent corrosion. Bends and cuts conduit and wire, and drills holes in walls, floors, and ceilings for electrical connections. Connects wire to motors, fixtures, and other electrical equipment, replaces switches and fuses, and splices wire and insulates wire with friction tape. Bends, cuts, and threads pipe, cuts openings in walls, ceilings, and floors for pipes, and seals pipe joints with sealing compound. Cuts out and joins parts for worktables, benches, shelves and other furnishings, using power tools and hand tools. Patches or replaces plaster or plaster board and paints walls, ceilings, and trim of building. Clears clogged drains, and replaces plumbing fixtures.

MINIMUM QUALIFICATIONS: High School Diploma with 2 years relevant experience.

Pipefitter. Maintenance

JOB DESCRIPTION: Layout, assemble, install, and maintain pipe systems, pipe supports, and related hydraulic and pneumatic equipment for steam, hot water, heating, cooling, lubricating, sprinkling, and industrial production and processing systems.

MINIMUM QUALIFICATIONS: Certification and License if required with 2 years relevant experience.

Plumber. Maintenance

JOB DESCRIPTION: 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 pipes by use of screws, bolts, fittings, solder, plastic solvent, and caulks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners.

MINIMUM QUALIFICATIONS: Certification and License if required with 2 years relevant experience.

Project Manager

JOB DESCRIPTION: Responsible for the overall direction, coordination, implementation, execution, control and completion of specific projects ensuring consistency with company strategy, commitments and goals. Lead the planning and implementation of project; facilitate the definition of project scope, goals and deliverables; define project tasks and resource requirements; develop full scale project plans; assemble and coordinate project staff; manage project budget; manage project resource allocation; plan and schedule project timelines; track project deliverables using appropriate tools; provide direction and support to project team; quality assurance; constantly monitor and report on progress of the project to all stakeholders; present reports defining project progress, problems and solutions ; implement and manage project changes and interventions to achieve project outputs; project evaluations and assessment of results. Key competencies: critical thinking and problem solving skills; planning and organizing; decision-making; communication skills; influencing and leading; delegation; team work; negotiation; conflict management; adaptability; stress tolerance. Experience in project management or equivalent; knowledge of both theoretical and practical aspects of project management; knowledge of project management techniques and tools; direct work experience in project management capacity; proven experience in people management; proven experience in strategic planning; proven experience in risk management; proven experience in change management; proficient in project management software.



MINIMUM QUALIFICATIONS: BS degree in management or business. A minimum of 7 years of relevant experience.

Computer Systems Analyst II

JOB DESCRIPTION: Applies systems analysis and design skills in an area such as a recordkeeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g., systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, work load, and practices of the assigned subject-matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system. Reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. Determines and resolves data processing problems and coordinates the work with program, users, etc.; orients user personnel on new or changed procedures. May conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.

MINIMUM QUALIFICATIONS: Microsoft certifications required with 5 years relevant experience.

Program Analyst

JOB DESCRIPTION: Serving as a consultant to upper-level management, a program analyst plans, coordinates, and develops comprehensive reports to improve the overall development and execution of organizational programs. This includes quantitative or qualitative analysis and evaluation of programs and providing management with information about improving initiatives and strategic plans. After developing strategic plans, the professional implements new policies, allocates needed resources and oversees the development of facilities, systems and financial budgets for the program.

MINIMUM QUALIFICATIONS: BA Degree with 3 years relevant experience.

QA/QC Inspector

JOB DESCRIPTION: Inspectors sample, sort, test, weigh, measure and inspect raw materials, manufactured components or completed products or service delivery processes. When they detect defects or other problems, they often label or segregate the items that do not meet requirements and notify supervisors or other responsible parties. Quality inspectors typically use various measuring devices and equipment and routinely make records of their findings.

MINIMUM QUALIFICATIONS: Certification with 3 years relevant experience.