

williams electric company, inc.

a **PARSONS** Company

GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

Williams Electric Company, Inc. (WEC) , a Parsons Company, is a control systems integrator, electrical contractor, and general contractor that specializes in the design, installation, and maintenance of large-scale projects for government and commercial customers. The control system projects include utility monitoring and control systems (UMCS), electronic security systems (ESS), closed circuit television (CCTV) systems, supervisory control and data acquisition systems (SCADA), advanced meter reading (AMR) systems, fire alarm systems (FAS), mass notification systems (MNS), audio systems (AS), lightning warning systems (LWS), and network communication systems. The electrical projects include electrical power distribution, substations, transformers, generators, uninterruptible power systems, and lightning protection/suppression systems. The general contractor projects include facility access control point infrastructure and energy conservation improvement projects.

SCHEDULE TITLE

03FAC FACILITIES MAINTENANCE AND MANAGEMENT

CONTRACT NUMBER

GS-21F-173AA

CONTRACT PERIOD:

AUGUST 22, 2013 – AUGUST 21, 2023

CONTRACTOR'S INTERNET ADDRESS / WEBSITE

<http://www.williamselectric.com/>

CONTRACT ADMINISTRATION SOURCE

Jeannie Nunez / GSA Contract Administrator/ Jeannie.Nunez@Parsons.com

Katy Smith / Program Manager/ Katy.Smith@Parsons.com

Williams Electric Co., Inc.

695 Denton Blvd.

Fort Walton Beach, FL 32547

Phone: (850) 862-1171

Fax: (850) 862-2629

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CONTRACTOR LOCATIONS

Main Office

695 Denton Blvd
Fort Walton Beach FL 32547
Phone: (850) 862-1171
Fax: (850) 862-2629

DC Branch

524 N Fayette Square
Alexandria, VA 22314
Phone: (571) 970- 2174
Fax: (571) 970-2175

North Annex

Williams Electric Co., Inc.
2112 Lewis Turner Blvd.
Fort Walton Beach, FL 32547
Phone: (850) 314-0000
Fax: (850) 863-2791

WEC/MD

1745 Dorsey Road
Suite E
Hanover, MD 21076
Phone: (410) 487-6854
Fax: (410) 487-6881

BUISINESS SIZE

Large

NAICS CODES

238210

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CUSTOMER INFORMATION

TABLE OF AWARDED SPECIAL ITEMS NUMBER (SINS):

SIN	Description
871 204	Metering Services – Energy Management, Water Conservation and Support Services
811 004	Maintenance of Utility Systems – Facilities Maintenance/Management Solutions for Real Property
811 002	Complete Facilities Maintenance
811 003	Complete Facilities Management
003 97	Ancillary Repair and Alterations
003 100	Ancillary Supplies and/or Services

- a. Identification of lowest priced model number and lowest unit price for that model:
Please see pricelist below
- b. Labor Categories and Hourly Rates:
Please see pricelist below

MAXIMUM ORDER GUIDELINE:

For any SIN \$1,000,000

It is suggested that the ordering agency request higher discounts from the contractor before issuing the order if total amount is at or above Maximum Order threshold. The contractor may: 1) Offer a new lower price, 2) Offer the lowest price available under the contract, or 3) Decline the order within (5) days. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the Schedule contract even though it exceeds the Maximum order. Please see FAR 8.404 for more details.

MINIMUM ORDER:

For any SIN: \$250

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GEOGRAPHIC COVERAGE (DELIVERY AREA)

50 United States including Washington DC, Puerto Rico, and all U.S. Territories

PRODUCTION POINT

All products are produced in the CONUS or a Trade Act Agreement compliant location

DISCOUNT FROM LIST PRICES

Government net prices (discounts already deducted)

QUANTITY DISCOUNTS

2.00% on orders above \$100,000.00

PROMPT PAYMENT TERMS

Prompt payment terms are net 30 days. Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

GOVERNMENT PAYMENT

- a. Government purchase cards are accepted up to the micro-purchase threshold
- b. Government credit card accepted above micro-purchase threshold

FOREIGN ITEMS:

N/A Not Available

TIME OF DELIVERY:

Determined at Task Order level

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F.O.B. POINT

48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories

ORDERING INFO

Address: 695 Denton Blvd Fort Walton Beach, FL 32547

Procedures: For supplies and services ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA , please visit the GSA/FSS Schedule homepage at fss.gsa.gov/schedules

PAYMENT ADDRESS

Williams Electric Co., Inc.
695 Denton Blvd
Fort Walton Beach, FL 32547

WARRANTY

Standard Commercial Warranty

EXPORT PACKING CHARGES

Additional for all orders

TERMS AND CONDITIONS OF GOVERNMENT COMMERCIAL CREDIT CARD ACCEPTANCE

Accepted upon transaction approval from issuing personnel

TERMS AND CONDITIONS OF RENTAL

Please contact WEC for more information

TERMS AND CONDITIONS OF INSTALLATION

Please Contact WEC for more information

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TERMS AND CONDITIONS OF REPAIR PARTS OR SERVICES

N/A

LIST OF SERVICES AND DISTRIBUTION POINTS:

N/A

PARTICIPATING DEALERS

Please see pricing below

PREVENTIVE MAINTENANCE

Refer to SIN(s)/ Price Table

FACILITY CLEARANCE

Williams Electric has a Top Secret Facility Clearance

Section 508: N/A

DUNS NUMBER

03-2316515

SIN 871 204

Metering Services

Including, but not limited to, the installation of metering equipment and software used for the collection of data and measurement of energy consumption through electric, gas, water or steam utilities, the utilization of data to ensure energy conservation goals are being met, and allows for the measurement and tracking of the cost effectiveness of energy technology investments. This could include basic metering services, advanced metering services, maintenance, installation, removal and disposal of new or existing equipment. Security clearances such as HSPD-12 may be required.

SIN 811 004

Maintenance of Utility Systems

Services include but are not limited to one of the following: Electrical Utilities, all types of Cabling Services, Telephone Utility Services, Gas Utility Services, Drinking Water Utility Services, Waste Water Services, and/or Water Utility Services necessary to meet the Government's needs. Resulting task orders could be used for the operation, maintenance, repair, future upgrades, future utility system replacements labor, materials, tools, and equipment necessary to own, maintain and operate the utility system(s). Task orders could also be used to manage the maintenance, repairs, replacement, etc., of the system(s) to ensure continuous, adequate, and dependable service for each Government agency or tenant.

811 002

Complete Facilities Maintenance

Complete Facilities Maintenance - This category covers services related to the complete operations, maintenance and repair of federal facilities and may include the supply or use of environmentally sustainable products such as U.S. Environmental Protection Agency-designated Comprehensive Procurement Guidelines (recycled content) products, U.S. Department of Agriculture-designated BioPreferred (biobased) products, Energy Star certified or other energy efficient products, and WaterSense or other water efficient products. The following facilities maintenance services can be ordered as stand-alone or in multiple combinations. Services could include, but are not limited to: Hospital Maintenance, Laundry Services, Pest control services, Janitorial/custodial services, to include collection and disposal of refuse and collection and disposal of recycle materials, Locksmith services, Plumbing operations & maintenance, Electrical services to include: High/low voltage systems and maintenance and repair of exterior electrical distribution system, Maintenance of energy management control systems (EMCS), Refrigeration maintenance, Elevator inspection and maintenance service, Maintenance of renewable energy systems, Repair of water tanks, Fire alarm system preventive maintenance and repair service, Maintenance support training and consulting services, Telephone maintenance, Fire suppression system preventive maintenance and repair services, Mechanical and operations maintenance & repair of building systems to include: HVAC, boilers, chillers, etc., Tree trimming, Grounds maintenance - to include: Snow removal & landscaping, Operation and maintenance of water distribution systems and septic systems,

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Painting (Davis-Bacon included). All of the above listed services can be performed as part of Base Operations Support Services (BOS) and Installation Maintenance contracts.

811 003

Complete Facilities Management

Services include facilities management and consulting. Services will be management duties including, but not limited to, property and facilities management, planning, scheduling, quality control software support services, and computer and/or facilities management systems. The service will include adequate staff of personnel and alternates as required, with the necessary management expertise to assure performance of the work in accordance with sound and efficient management practices. [For separate SIN requirements not part of integrated facility management systems support such as independent energy management systems, intrusion alarm systems, and guard services, see schedule 84]

003 97

Ancillary Repair and Alterations

Repair and Alterations ancillary to existing SINs under this Schedule. Ancillary Repair and Alterations projects are those (1) solely associated with the repair, alternation, delivery or installation of products or services also purchased under this Schedule, and which are (2) routine and non-complex in nature, such as routine painting or carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping, and similar noncomplex services. This SIN EXCLUDES: (1) major or new construction of buildings, roads, parking lots and other facilities; (2) complex R&A of entire facilities or significant portions of facilities, and (3) Architect-Engineering Services subject to Public Law 92-582 (Brooks Act). The work performed under this SIN shall be associated with existing SINs that are part of this Schedule. Ancillary Repair and Alterations shall not be the primary purpose of the work ordered but be an integral part of the total solution offered. Ancillary repair and alteration services may only be ordered in conjunction with or in support of products or services purchased under this Federal Supply Schedule contract. This SIN includes all regulatory guidance outlined in accordance with FAR 36, including the Davis Bacon Act and the Miller Act. Special Instructions: No award will be made under 003-97 Ancillary Repair and Alteration unless an offeror is awarded (or receives award concurrently) for another SIN under this Schedule. The Repair and Alteration work must be ancillary (incidental) to the primary services or products offered under the Schedule.

For Federally-owned space managed by GSA's Public Building Service (PBS), approval of the PBS Building Manager must be received by the ordering activity and contractor before any repair and alteration work may be ordered. A copy of the approval must be retained by both the ordering activity contracting officer and the contractor. Owned or leased space outside the PBS inventory may also include approval requirements. A copy of the approval must be retained by both the ordering activity contracting officer and the MAS contractor performing the R&A services. This R&A SIN shall not be used for PBS leased space.

003 100

Ancillary Supplies and/or Services

Ancillary Supplies and/or Services - Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule. Special Instructions: The work performed under this SIN shall be associated with existing SIN(s) that are part of this schedule. Ancillary supplies and/or services shall not be the primary purpose of the work ordered, but be an integral part of the total solution offered. Ancillary supplies and/or services may only be ordered in conjunction with or in support of supplies or services purchased under another SIN(s) of the same schedule. Offerors may be required to provide additional information to support a determination that their proposed ancillary supplies and/or services are commercially offered in support of one or more SIN(s) under this schedule.

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LABOR DESCRIPTIONS

PROGRAM MANAGER

Program Manager (PRO-MNGR)	
Education Requirement:	Bachelor's Degree in a technical discipline
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	10+ years of management experience
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none"> ▪ Assigned to department by the president of the division ▪ Has the ability to oversee multiple projects ▪ Evaluates potential project and other business opportunities to pursue ▪ Commits and allocates company resources / personnel to bidding and managing individual projects ▪ Has the signature authority for department concerning contracts with customers ▪ Selects, assigns, directs, and evaluates performance of Project Managers and Project Engineers ▪ Interviews and hires qualified personnel for department and project positions ▪ Coordinates, communicates, and attends meetings with customers ▪ Monitors all projects' status, costs, schedules, and technical quality ▪ Selects and establishes agreements with manufacturers, suppliers, and subcontractors ▪ Oversees safety, health, and quality policies for department and projects ▪ Stops project work for safety, health, or quality issues and directs corrective action ▪ Oversees small business department and contract goals, outreach, and search ▪ Establishes record keeping requirements 	

PROGRAM MANAGER LEVEL II

PROGRAM MANAGER LEVEL II (PRO-MNGR II)	
Education Requirement:	Bachelor's Degree in a technical discipline
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	15+ years of management experience
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none"> • Acts as the Company representative with the client and selected subcontractors during the program execution. Negotiates changes to the scope of work with the client and key subcontractors. Markets and secures additional work with client. Responsible for following up on instructions and commitments associated with the project. • May participate in negotiations with regulatory agencies and in public meetings in support of clients. 	

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- Oversees establishment of Project Management Plan, Project Execution Plan, Health and Safety Plan, Quality Assurance/Quality Control Plan, Sustainability Plan and other documents as required. Ensures application and implementation of WEC Core Values and Best Practices during execution of projects.
- Prepares and leads Project Reviews in accordance with Corporate policy.
- Establishes the program requirements for all areas of the project, and monitors the draft and final deliverables for adherence to these criteria. Responsible for the development and distribution of a one to two-page description of the project to all members of the project team for reference.
- Plans, directs, supervises, and controls the execution of all business, technical, fiscal, and administrative functions of the assigned project. Assigns responsibility for executing project plans to key subordinates after careful assessment of how to utilize their qualifications and strengths. Provides input to performance reviews and development plans for subordinates. Field responsibilities may include labor relations, local procurement and payroll operations, etc., if required.
- Mobilizes company resources, through liaison with support departments, other offices, or subsidiaries, to create project teams capable of completing effective, quality work. Discusses the qualifications required of the key project positions in specific detail with the profit center and department managers. Collaborates with the office facilities staff to address project space requirements.
- Works with other managers, project engineers, and discipline leads to develop budgets, schedules, and plans for the various elements of a project. Ensures that the project meets or exceeds goals established in these plans.
- Works with key project professionals to devise and execute actions plans to rectify potential cost overruns or delays, or to accommodate significant changes to the scope of work. Advises the client and company management of any such changes. The Project Manager is specifically responsible for maintaining current and timely change orders.
- Promotes technical and commercial excellence on the project through application of Quality Assurance processes. Monitors and reports to management on the progress of all project activity within the program, including significant milestones, and any conditions, which would affect project cost or schedule. Establishes weekly meeting to review project status and formulate action items.
- Performs other responsibilities associated with this position as may be appropriate.

PROJECT MANAGER

Project Manager (PJR-MNGR)	
Education Requirement:	Bachelor's Degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	5+ years of management experience
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	

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- Assigned to a specific project by Program Manager
- Manages and acts as single point of contact for assigned projects
- Prepares technical proposals, price proposals, and project schedules
- Negotiates and executes project modifications and change orders
- Directs field staff on assigned projects and send evaluations of staff to headquarters
- Coordinates and communicates with customer for project status and schedule updates
- Approves project plans, procedures, and submittals
- Ensures project execution according to statement of work, specifications, drawings, plans, and regulations
- Monitors and controls contract cost, schedule, and technical quality
- Approves expenditures, purchase orders, subcontract agreements, and invoices
- Oversees subcontractor performance and submits evaluations to headquarters
- Implements corporate safety, health, and quality policies for assigned projects
- Has the ability to stop work on a project if there is concern for any employee's safety, health, or quality of work being performed.
- Has the ability to restart stopped work on a project once appropriate corrective actions have been put into place.
- Evaluates small business opportunities and goals on assigned projects
- Schedules staff technical training
- Controls record keeping for an assigned project

PROJECT SUPERINTENDENT

Project Superintendent (PRJ-SPRNTDNT)	
Education Requirement:	Associate's degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	4+ years of electrical installation experience.
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none"> ▪ Assigned to project by Program Manager and or Project Manager ▪ Manages and represents company as on-site / location single point of contact for assigned project ▪ Assists with preparing of project modifications and change orders ▪ Coordinates and communicates with customers for an on-site daily operations report ▪ Interfaces with customer, subcontractors, suppliers and other contractors on site ▪ Directs and evaluates performance of on-site personnel and subcontractors for daily tasks ▪ Searches and hires local employees and or subcontractors with approval of Project Manager ▪ Responsible for all on-site resources, personnel, equipment, tools, and supplies ▪ Responsible for installation procedures, inventory, and schedule updates ▪ Responsible for on-site security, safety, quality workmanship, and job site housekeeping ▪ Authorized to procure locally incidental supplies and equipment ▪ Identifies and corrects workmanship, hardware, software, and communications problems with assistance from Project Engineer and Project Manager ▪ Prepares daily, weekly, and monthly progress and quality control reports ▪ Establishes on-site work policies and procedures 	

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- Ensures project execution according to statement of work, specifications, drawings, plans, regulations, and project schedule
- Monitors and updates project schedule
- Oversees on-site safety, health, and quality issues for assigned projects
- Stops project work for safety, health, or quality issues and directs corrective action

SECURITY SYSTEM INSTALLER

Security System Installer (SCRYSYS-INSTLR)	
Education Requirement:	Associate degree
Substitution:	Education may be substituted if the applicant presents the required years of experience/ manufacturer specific certification and has WEC managerial approval.
Experience Requirement:	1+ year of electrical installation experience.
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">▪ Installs, maintains, test or repair security systems and related equipment▪ Mounts control panels, sensors, cameras, and runs wiring and other related items▪ Adjust units based on customer requirements and manufacturers recommendations▪ Consults with clients to assess risks▪ Examine systems to locate problems and correct them▪ Stay informed of new products, developments and solutions▪ Refer to manufacturers' specifications that show connections and provide instructions on how to locate problems▪ Reassemble and test equipment after repairs▪ Confer with customers to determine the nature of malfunctions▪ Estimate costs of repairs based on parts and labor requirements	

CONTROL SYSTEM INSTALLER

Control System Installer (CTRLSYS-INSTLR)	
Education Requirement:	Associate degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	1+ year of electrical installation experience.
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">▪ Installs, maintains, test or repair security systems and related equipment▪ Mounts control panels, sensors, cameras, and runs wiring & other related items▪ Adjust units based on customer requirements and manufacturers recommendations▪ Consults with clients to assess risks▪ Examine systems to locate problems and correct them▪ Stay informed of new products, developments and solutions	

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- Refer to manufacturers' specifications that show connections and provide instructions on how to locate problems
- Reassemble and test equipment after repairs
- Confer with customers to determine the nature of malfunctions
- Estimate costs of repairs based on parts and labor requirements

ELECTRICAL FOREMAN

Electrical Foreman (ELEC-FORMN)	
Education Requirement:	High School Diploma or equivalent or technical trade-school training.
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	3+ years of job related experience, management
Training/Certification Requirements:	Electrical License. Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">▪ Performs work required for the installation, maintenance, repair and improvement of electrical or electric wiring, equipment, appliances, apparatus, and fixtures. Connect wires to circuit breakers, transformers, or other components. Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures using testing devices such as ohmmeters, voltmeters, etc. to ensure compatibility and safety. Further skills include measuring, cutting, threading, bending and assembling and installing of conduits and other kinds of electrical conductor enclosures. Assures timely completion of tasks to assure efficient overall work flow of assignment.▪ Oversight of onsite employees to ensure compliance with safety, schedule, and budget requirements▪ Reviews electrical work completed by others for approval	

DATA MANAGER

Data Manager (DATA-MNGR)	
Education Requirement:	Associate degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	1+ year of data management experience.
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">▪ Assists in scheduling and coordinating the transfer of information via electronic files in compliance with customer requirements▪ Collects data regarding specific tasks, consolidates and creates summary databases/reports▪ Ensures all database information is updated on a regular basis▪ Provides first-level support to all personnel in the use of the computerized information management system▪ handles complex system errors or malfunctions, and provides expertise in non-routine situations▪ Answers data inquires, provides immediate assistance if possible, researches solution or refers call to IT technical support department	

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- Assists in reviewing and evaluating other computer database software applications pertaining to specific job related tasks
- Audits company data for compliance with set standards
- Performs other duties and responsibilities as assigned by supervisor

IT SPECIALIST

IT Specialist (IT-SP)	
Education Requirement:	Associate's Degree
Substitution:	Education may be substituted if the applicant presents the required years of experience/ Manufacturer or Network Certifications and has WEC managerial approval.
Experience Requirement:	1+ year of IT support under a qualified employee.
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">▪ Develops and writes task specific computer software▪ Work with personnel (senior programmers, support staff, product manager) to plan program code enhancements and changes▪ Create, test and maintain job specific program codes▪ Create labels and reports▪ Provides assistance to technical support staff when they are unable to resolve a program, database, or IT issue by themselves.▪ Serves as contact to customers as needed to clarify the intent of a new feature or resolve a problem.▪ Provide general programming assistance to other programmers/projects as may be needed.	

QUALITY CONTROL SPECIALIST

Quality Control Specialist (QC SPC)	
Education Requirement:	4-year degree in Engineering, Physical Science, Math, Quality or related field
Substitution:	2-4 years related construction experience or a High School/Trade School diploma and equivalent work experience
Experience Requirement:	5+ years' experience performing the duties of a Quality Control Officer
Training/Certification Requirements:	ASQ membership desirable. Additional years of education beyond the minimum requirement are considered equivalent to years of related work experience.
Position Description	
<ul style="list-style-type: none">▪ Performs inspections/surveillances based on training received.▪ Interacts cross-functionally with project team members and management.▪ Implements inspection, examination, and testing procedures and records inspection, examination, and testing data.▪ Plans inspections, evaluations, and tests; setting up tests, including preparation and set-up of related equipment	

- Evaluates the validity and acceptability of inspection, examination and testing results and reports inspection, examination and testing results.
- Evaluates the adequacy of specific programs used to train and test inspection, examination, and testing personnel.
- Performs and documents inspections of subcontractor work.
- Oversees subcontractor inspections and review of subcontractor work. Reviews and audits subcontractor generated quality records.
- Performs First-Article / In-Process Inspection as needed (may include source inspection).
- Ensures compliance to HSE requirements applicable for their work scope.
- May participate in establishing and implementing a Quality Controls Inspectors certification program.
- May participate in qualifying and certifying QC Inspectors at all levels.
- Documents and communicates inspection results in a clear and concise manner.
- Understands contract requirements and subcontractor(s) contract requirements.
- Performs other functions associated with this position as appropriate.

QUALITY CONTROL OFFICER

Quality Control Officer (QCO)	
Education Requirement:	4-year degree in Engineering, Physical Science, Math, Quality or related field
Substitution:	6-8 years related construction experience or a High School/Trade School diploma and equivalent work experience
Experience Requirement:	10+ years' experience performing the duties of a Quality Control Officer
Training/Certification Requirements:	ASQ, CMQ or CMQ/OE preferred. Evidence of previous certification required. Additional years of education beyond the minimum requirement are considered equivalent to years of related work experience.
Position Description	
<ul style="list-style-type: none"> ▪ Works with Quality Control Specialist in providing leadership for Quality Control support activities for assigned program(s) or project(s) to ensure that products or services provided meet customer and WEC requirements. ▪ Works with Quality Control Specialist in providing leadership for development and implementation of Quality Control Programs, procedures, resource allocation, and training. ▪ Implements inspection, examination, and testing procedures and records inspection, examination, and testing data. ▪ Plans inspections, evaluations, and tests; setting up tests, including preparation and set-up of related equipment. ▪ Evaluates the validity and acceptability of inspection, examination and testing results and reports inspection, examination and testing results. ▪ Evaluates the adequacy of specific programs used to train and test inspection, examination, and testing personnel ▪ Performs and documents inspections of subcontractor work. 	

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<ul style="list-style-type: none"> ▪ Oversees subcontractor inspections and review of subcontractor work. Reviews and audits subcontractor generated quality records. ▪ Performs First-Article / In-Process Inspection as needed (may include source inspection). ▪ Ensures compliance to HSE requirements applicable for their work scope. ▪ Participates in establishing and implementing a Quality Controls Inspectors certification program. ▪ Participates in qualifying and certifying QC Inspectors at all levels. ▪ Documenting and communicating inspection results in a clear and concise manner. ▪ Understands contract requirements and subcontractor(s) contract requirements. ▪ Provides technical guidance to lower-level Quality Control Inspectors. ▪ Performs other functions associated with this position as appropriate.
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SECURITY OFFICER

Security Officer (SCRTY OFC)	
Education Requirement:	Associate degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	5+ years' experience performing the duties of a Security Officer
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none"> ▪ Coordinates, develops, and evaluates security programs for the organization; responsible for overall implementation of security management program ▪ Analyzes and supports requirements of company security program relating to individual contractual customer needs ▪ Conducts analysis of security policies, procedures, training needs, and processes ▪ Provides and/or coordinates security training for employees as per specific contract requirements ▪ Maintains employee security training records and security clearances; ensures most up-to-date information is coordinated with specific customer needs ▪ Coordinates, develops, and evaluates security programs for the organization ▪ Processes all employee information and requests regarding access to facilities 	

CADD OPERATOR

CADD Operator (CADD OP)	
Education Requirement:	Associate degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	1 year of design experience
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	

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- Assists in developing layouts of systems, units and or components that meet the concepts and requirements of the customer.
- Prepares various engineering drawings using computer-based drawing packages
- Work requires use of most of the conventional drafting techniques
- Generates complete and accurate record drawings of as-builts, device details, one-lines and 3-D diagrams for public and private agencies and organizations.
- Requires translation of red-lines, survey data, and in field mark-ups as well as the performance of calculations and meeting the expectations of design and construction standards.
- Software requirements include, but are not limited to: AutoCAD, AutoDesk, Microsoft Word, Microsoft Excel, and Visio.

ADMINISTRATIVE SUPPORT

Administrative Support (ADMIN-SPRT)	
Education Requirement:	Associate degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	1 year experience
Training/Certification Requirements:	N/A
Position Description	
<ul style="list-style-type: none"> • Provide administrative support to executive staff, project and program managers with office and program management responsibilities to include budgeting, personnel records, and reporting • Schedule appointments, travel, assist with meetings and visitors • Maintains company official files and records and ensures latest, most up-to-date information is readily available; disseminates company policy and information • Advises and in-process new employees; maintains employee files; out-process former employees • Uses judgement and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices • Maintains, updates, and distribute current jobs lists and employee phone number list • Research, prepare briefing charts and other presentation material 	

ADMINISTRATIVE SUPPORT, SENIOR

ADMINISTRATIVE SUPPORT, SENIOR (ADMINSPRT-SR)	
Education Requirement:	4-year degree in Business (or equivalent)
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	5-8 years of experience in an administrative capacity including at least 3 years of lead/supervisory experience.

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Training/Certification Requirements:	Strong written and verbal communication, organizational, and interpersonal skills are required. Additionally, a demonstrated proficiency in keyboard skills and the utilization of MS Windows and related word processing, spreadsheet, and database software, is required. A familiarity with company policies and procedures is preferred, as well as a demonstrated ability to administer a variety of activities simultaneously, set priorities, and meet deadlines.
Position Description	
<ul style="list-style-type: none">• Under minimal supervision, develops solutions for optimizing and integrating a variety of complex business processes and systems/tools. May serve as a lead for conducting surveys and analyses and developing recommendations for programs and policies. Establishes schedules and cost budgets and expedites various activities to ensure efforts are completed by designated due date.• Completes a variety of specialized assignments and executive presentations to senior management. The specialist at this level is an individual with solid experience, technical expertise, and familiarity with company policies and procedures to complete complex tasks.• May also serve as a facilitator in various business planning exercises.• Establishes office guidelines and procedures; anticipates where problem areas may arise; evaluates alternative methods of accomplishing tasks and meeting goals; and initiates suitable action. This may include recommendation for temporary reassignment of personnel to meet increased workload in one area or for one project.• Keeps current on all Company policies and procedures, interpreting and administering same.• May represent the office by attendance at meetings with the client or others. Keeps manager informed of all pertinent action/pending action. Has some latitude for speaking for the manager at such meetings. May make informal presentations occasionally.• Initiates reports, as appropriate, for any or all functions. Gathers, organizes, and analyzes materials; produces and distributes data in graphic, spreadsheet, or narrative format. May develop computerized logs. Develops guidelines for standard reports from each function.• May administer the group's operating budget and/or the merit budget. Gives input for initial figures; investigates, resolves, and reports to the manager on all variances. May make recommendations for out-of-policy salary actions.• Serves as liaison between group to which assigned and others within the same division, as appropriate. Ensures clear communication regarding all administrative issues.• May provide guidance to lower-level administrative support personnel, assigning work, reviewing completed assignments, and offering training and guidance. May provide input for, or complete, performance evaluations.• Performs other responsibilities associated with this position as may be appropriate	

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ADMINISTRATIVE SPECIALIST

ADMINISTRATIVE SPECIALIST (ADMIN-SPC)	
Education Requirement:	4 year degree in Business or Construction Management
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	10-12 years of relevant work experience
Training/Certification Requirements:	A thorough understanding of company's policies and procedures. Also requires strong problem solving and analytical skills, as well as excellent written and oral communication skills. In addition, must have the potential to perform in a lead capacity when required.
Position Description	
<ul style="list-style-type: none">• Analyzes business problems and provides specialized assistance and documentation for the resolution of difficult process and policy problems.• Manages day to day business operation functions, including asset management, monthly reporting and overhead cost controls.• Serves as a project manager for Project Controls internal projects, from inception through implementation. This includes identifying priorities and developing action plans. Reviews and confirms that the resource plan is adequate to ensure all production milestones will be met on special project assignments. Establishes backup delivery plan as required.• Oversees the preparation of audio/visual materials for a variety of executive level presentations and meetings.• Prepares reports on budgets and expenditures.• Prepares Workforce Optimization planning.• Evaluates alternative systems solutions and recommends an appropriate and cost-effective outcome. Provides cost estimates related to proposed solutions.• Develops procedures and revises existing manuals as required.• Maintains clear and concise work standards and goals, and provides training, development, planning and management. May conduct in –person or Web-based training for staff and managers. Explains decisions, procedures and requirements in such a way as to gain a favorable response.• Regularly interacts with other employees, representatives from a variety of functional groups, executive management and vendors.• Provides direct support to Department Mangers for technical, operational and logistical needs.• Assists in the successful accomplishment of department goals.	

SH&E SPECIALIST

SH&E SPECIALIST (SH&E-SPC)	
Education Requirement:	4-year degree in Occupational Safety and Health or related field
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.

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Experience Requirement:	5+ years of related work experience in the field of Health and Safety
Training/Certification Requirements:	Requires a thorough knowledge of Federal and state health and safety regulations and reporting procedures, as well as good communication and interpersonal skills
Position Description	
<ul style="list-style-type: none"> • Advises and assists Project and Construction Management in the formulation, implementation and management of major project safety plans. These plans may pertain to one or more job site locations, which are separate and distinct construction operations requiring integrated supervision of programs. Reports organizationally to the to the SH&E Manager. Ensures that the project safety plan reflects company policy and provides a coordinated plan for the overall project which complies with the prevailing safety requirements at each location. • Advises and assists the most senior construction site representative in the establishment and management of ESHARP Management and WEC SH&E processes, identifying and eliminating/controlling any hazards to persons and property. • Audits and Inspects the job site to detect and correct safety hazards. • Supervises first aid personnel in providing first aid care of occupationally injured or ill personnel. • Audits the job accident records and periodically prepares an audit report of these records. • Initiates and conducts accident investigations and prepares job accident reports. • Represents management during safety inspections of the job site by regulatory authorities or company insurance carriers. • Receives, reviews and distributes safety inspection reports with recommended corrective actions. • Provides oversight to the new hire safety orientation process and other safety related training. • Conducts risk assessments for upcoming work and provides technical assistance to the safety planning process. • Performs other responsibilities associated with this position as may be appropriate. 	

SH&E MANAGER

SH&E MANAGER (SH&E MNGR)	
Education Requirement:	4-year degree in Construction or related field
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	10-15 years of related work experience in the field of Health and Safety, including some supervisory experience.
Training/Certification Requirements:	Requires extensive knowledge of Federal and state health and safety regulations and reporting procedures, as well as strong written and oral communication skills. Ability to perform in a supervisory/managerial capacity is also required.
Position Description	

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- Provides expertise and technical assistance to senior operational management for the implementation of the company safety policy by establishing and managing a safety program that meets or exceeds all current standards. Represents the company in all safety matters pertaining to internal and external activities. Receives assignments in terms of broad objectives from the Corporate Safety Director. Reviews, interprets and provides assistance on safety regulations and standards. Monitors company safety performance and conducts project audits and safety inspections.
- Participates in the development and implementation of design office and project safety plans.
- Assigns and provides technical supervision of safety performance, qualifications and programs.
- Reviews contractors on bid list with regard to safety performance, qualifications and programs.
- Conducts safety audits through review and analysis of performance of safety records and safety inspections of various offices and projects in compliance with SHARP Management.
- Participates with labor relations representatives in pre-job conferences to present the company safety policy and explain implementation on the project.
- Assists the Workers' Compensation Analyst in coordinating medical care and case management of employees injured at company facilities.
- Reviews loss control reports from company insurance carriers and regulatory inspection agencies and confers with appropriate management representatives on compliance with regulations and citations.
- Represents the company at national safety conferences.
- Performs other responsibilities associated with this position as may be appropriate.

MAINTENANCE MANAGER

MAINTENANCE MANAGER (MAINT-MNGR)	
Education Requirement:	4-year degree in a technical or construction-related field (or equivalent)
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	10 years' related work experience is required with at least 3 years in a leadership role at a field site
Training/Certification Requirements:	Proven ability to perform in a lead capacity, excellent written and oral communications skills, and a familiarity of industry practices and regulations are required.
Position Description	
<ul style="list-style-type: none"> • Under direction of the Project Manager, manages all on-site activities for a small project, or a subtask of a larger project, in accordance with the project schedule. This includes directing and coordinating subcontractor activities in accordance with project/client procedures, scope of work, and contract specifications. Serves as the primary point of contact with the client for all site activities related to assigned area(s) of responsibility. Willingness to relocate to job site is expected. 	

- Collaborates with Project Manager to establish project schedule and budget, and monitors progress in meeting schedule and budget requirements.
- Develops project documents, processes, and procedures required to support quality control and final project deliverables.
- Collaborates with Project Manager to determine number of hours required for successful completion of project tasks. Anticipates project staffing needs, identifies and interviews available personnel, and makes staffing assignments in accordance with schedule requirements.
- Establishes objectives and conducts performance appraisals for direct reports.
- Establishes a project safety plan and ensures that it is communicated to all employees on the job site. Actively promotes and supports safety policies and monitors the job site for good safety practices.
- Posts all required legal notices at the job site.
- Establishes site security measures and monitors site access by subcontractors and others.
- Chairs weekly job meetings; prepares and submits summary of project progress and pending issues to Project Manager.
- Submits monthly reports to client and responds to client issues and expectations.
- Assists Project Manager in pricing and negotiating changes to the scope of work with the client and subcontractors. Reviews bid documents and assists with bidder solicitation activities. Documents and executes changes in scope of project.
- Anticipates problems and works with client, architects/engineers, subcontractors, and Project Manager to identify and implement corrective actions.
- Keeps client and Project Manager informed of the day-to-day activities of the project.
- Maintains accurate documentation of job progress through daily logs and other reports.
- Performs other responsibilities associated with this position as may be appropriate.

MAINTENANCE MANAGER LEVEL II

MAINTENANCE MANAGER LEVEL II	
Education Requirement:	4-year degree in a technical or construction-related field (or equivalent)
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	12 years' related work experience is required with at least 5 years in a lower-level managerial/leadership role at a field site.
Training/Certification Requirements:	Proven ability to perform in a lead capacity, excellent written and oral communications skills, and a familiarity of industry practices and regulations are required.
Position Description	
<ul style="list-style-type: none"> • Manages all on-site activities for a medium-sized project, or a subtask of a larger project, in accordance with the project schedule. This includes directing and coordinating subcontractor activities in accordance with project/client procedures, scope of work, and contract specifications. Serves as the primary point of contact with the client for all site-related activities. Willingness to relocate to job site is expected. 	

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- Establishes project schedule and budget for all on-site activities, and monitors progress in meeting schedule and budget requirements.
- Develops project documents, processes, and procedures required to support quality control and final project deliverables.
- Determines number of hours required for successful completion of project tasks. Anticipates project staffing needs, identifies and interviews available personnel, and makes staffing assignments in accordance with schedule requirements.
- Establishes objectives and conducts performance appraisals for direct reports.
- Establishes a project safety plan and ensures that it is communicated to all employees on the job site. Actively promotes and supports safety policies and monitors the job site for good safety practices.
- Posts all required legal notices at the job site.
- Establishes site security measures and monitors site access by subcontractors and others.
- Chairs weekly job meetings; prepares and submits summary of project progress and pending issues to Project Manager.
- Submits monthly reports to client, and responds to client issues and expectations.
- Under general direction of the Project Manager, prices and negotiates changes to the scope of work with the client and subcontractors. Reviews bid documents and assists with bidder solicitation activities. Documents and executes changes in scope of project.
- Anticipates problems and works with client, architects/engineers, subcontractors, and Project Manager to identify and implement corrective actions.
- Keeps client and Project Manager informed of the day-to-day activities of the project.
- Maintains accurate documentation of job progress through daily logs and other reports.
- Performs other responsibilities associated with this position as may be appropriate.

SME LEVEL I

SME LEVEL I (SME I)	
Education Requirement:	4-year degree in a related field
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	7+ years' related work experience is required
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none"> • Conducts technical research and provides expert technical and managerial guidance and direction for problem definition, analysis, requirements development, and implementation for complex program and business issues. • Works with stakeholders to provide expert analysis and implementation of operational options • Makes recommendations and advises on organization-wide improvements, optimization or maintenance related issues. • Performs other responsibilities associated with this position as may be appropriate. 	

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SME LEVEL II

SME LEVEL II (SME II)	
Education Requirement:	4-year degree in a related field
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	10+ years' related work experience is required
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">• Conducts technical research and provides expert technical and managerial guidance and direction for problem definition, analysis, requirements development, and implementation for complex program and business issues.• Works with stakeholders to provide expert analysis and implementation of operational options• Makes recommendations and advises on organization-wide improvements, optimization or maintenance related issues.• Performs other responsibilities associated with this position as may be appropriate.	

CONTRACTS MANAGER

CONTRACTS MANAGER (CTR MNGR)	
Education Requirement:	4-year degree in Business Administration, Finance, or related field
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	12-15 years of prime contract administration experience, including 4 years within a large international engineering and construction firm is required.
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">• Participates in Division, Company, and Corporate strategic planning activities for specific projects (e.g., risk assessment, bid/no bid analysis, participation in business plan development, etc.).• Provides technical guidance to assigned personnel, and ensures proficiency and timeliness of contract administration. Makes staffing assignments and reassignments as Company and project needs arise. Recruits, interviews, and evaluates prospective employees. Hires, offers personnel development, conducts performance evaluations, counsels, takes corrective action as required, and approves terminations. Ensures that new employees receive orientation in company policies and procedures.• Collaborates with Division and project management to ensure proper support in proposal preparation, as well as contract negotiations and administration.• Reviews requests for proposals to identify risks and contractual terms not conforming to Company policy.• Negotiates the more difficult, complex, or sensitive issues with clients.	

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- May represent the Company at government procurement regulatory and policy-making committee hearings and at industry association committees dealing with Federal Procurement Policy initiatives that will have an impact on the industry.
- Maintains an active participation in related professional societies to keep abreast of relevant contractual issues.
- Performs other responsibilities associated with this position as may be appropriate.

CHIEF ENGINEER

CHIEF ENGINEER (CHF ENGR)	
Education Requirement:	4-year degree in Engineering (or related field)
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	20+ years of related work experience, including significant managerial experience of a large group of Engineers, Designers, and technical support personnel.
Training/Certification Requirements:	Professional Engineer registration with active membership in a professional engineering society may be required.
Position Description	
<ul style="list-style-type: none"> ▪ Provides management and direction for one of the large Engineering disciplines or may have a special assignment such as Manager of the Quality Program, or Operations Manager for the department, or Manager over all engineering disciplines on a large job, typically exceeding \$250 million in total installed cost. ▪ Reviews and approves discipline staffing budget estimates and staffing assignment schedules on each project. Reviews and approves staff forecasting reports. ▪ Monitors the quality and progress of the discipline on each project, ensuring that production requirements are satisfied. Works closely with Project Managers to resolve any existing or forecasted problems related to discipline staffing, quality of work, schedule performance or productivity. ▪ Establishes standards and procedures manuals for the discipline. Recommends improvements to department procedures. ▪ Supervises the preparation of the discipline's annual salary plan and controls salary actions within the approved plan. ▪ Responsible for overall managerial and technical direction of the discipline. Recruits, interviews, and evaluates prospective employees. Hires, offers personnel development, conducts performance evaluations, counsels, takes corrective action, as required and approves terminations. Ensures that new employees receive orientation on company policies and procedures. ▪ Supports pre-contract and business development efforts as required, serving as technical consultant. ▪ Ensures performance within overhead budgets assigned to the discipline. ▪ Actively participates in and promotes the Quality Improvement Program. Heads a committee within the discipline, striving to motivate and educate the assigned personnel. ▪ Performs other responsibilities associated with this position as may be appropriate. 	

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ELECTRICAL ENGINEER

Electrical Engineer (ELEC ENG)	
Education Requirement:	BS/BA in related discipline, or advanced degree or equivalent combination of degrees
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	1 year of experience.
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none"> ▪ Performs on-site technical and operational support ▪ Installation and maintenance of equipment and systems ▪ Serves as the security design and analyst on projects ▪ Develops system architectures and designs ▪ Conducts analysis to define, analyze and allocate requirements ▪ Oversees test programs ▪ Ensures intended functionality, operation and performance requirements are achieved. ▪ Confers with customer to discuss existing or potential engineering solutions ▪ Supervise and train project team members as necessary ▪ Compile data regarding existing and potential engineering studies and projects 	

SYSTEMS ENGINEER

Systems Engineer (SYS ENG)	
Education Requirement:	BS/BA in related discipline, or advanced degree or equivalent combination of degrees
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	1 year of engineering experience.
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none"> ▪ Develops systems design and provides analysis ▪ Coordinates and oversees installation and integration of system ▪ Leads design development assignments ▪ Ensures the aspects of the design are in accordance with client requirements ▪ Presents the strategic benefits of adopting a particular design approach ▪ Serve as a subject matter expert for design methods and tools ▪ Advises personnel, clients and external design consultants ▪ Works to improve system performance to generate savings for the customer ▪ Specifies system components to ensure conformance with design and performance specifications ▪ May perform diagnostics and troubleshoots ▪ Develops procedures for testing and commissioning. 	

ENGINEERING MANAGER

ENGINEERING MANAGER (ENG MGR)	
Education Requirement:	4-year degree in Engineering (or related field)
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	15-20 years of related work experience, including supervisory/managerial experience. Professional Engineer registration with active membership in a professional engineering society may be required.
Training/Certification Requirements:	Proven ability to perform in a supervisory/managerial capacity, excellent written and oral communications skills, and a thorough knowledge of industry practices and regulations are required. Must also possess a thorough knowledge of current technology and the capabilities and efficiencies of specific engineering software for use in completing engineering assignments.
Position Description	
<ul style="list-style-type: none"> ▪ Provides management and direction for one Engineering discipline or a major section within one of the larger disciplines. May be assigned to a large program exceeding \$250 million in total installed cost as Manager of all Engineering disciplines. ▪ Reviews and approves discipline staffing budget estimates and staffing assignment schedules on each project. Maintains appropriate staffing level, including temporary personnel, as needed. Reviews and approves staff forecasting reports. ▪ If assigned to a major program, manages all engineering and design efforts for all disciplines required for the program. Coordinates all discipline staffing requirements for the program. ▪ Monitors the quality and progress of the discipline on each project, ensuring that production requirements are satisfied. Works closely with Project Managers to resolve any existing or forecasted problems related to discipline staffing, quality of work, schedule performance, or productivity. ▪ Establishes standards and procedures manuals for the discipline. Recommends improvements to department procedures. ▪ Recruits, interviews, and evaluates prospective employees. Hires, offers personnel development, conducts performance evaluations, counsels employees, takes corrective actions (as required), and approves terminations. Ensures that new employees receive orientation on company policies and procedures. ▪ Supports pre-contract and business development efforts as required, serving as technical consultant. ▪ Ensures performance within overhead budgets authorized for the discipline. ▪ Actively participates in and promotes the Quality Improvement Program. May head a committee within the discipline, striving to motivate and educate the assigned personnel. ▪ Performs other responsibilities associated with this position as may be appropriate. 	

LEAD PROJECT ENGINEER

LEAD PROJECT ENGINEER (LD PROJ ENG)	
Education Requirement:	4-year degree in Engineering or related technical/business field
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval.
Experience Requirement:	At least 15-20 years of related work experience is required. Incumbent should have a broad general technical and business background, as well as previous project management experience on similar or related projects. Professional registration may also be required.
Training/Certification Requirements:	Proven ability to perform in a supervisory capacity, excellent written and oral communications skills, and a thorough knowledge of industry practices and regulations are required. Must also possess a thorough knowledge of current technology and be able to select and apply appropriate engineering software for use on project.

Position Description

- Integrates the various engineering, scheduling, procurement, construction, and start-up aspects of a large, complex project or study in accordance with contractual obligations. May manage a subtask of a significantly large and complex project or study in accordance with contractual obligations. Responsible for the technical excellence of the engineering functions of the project, including coordination of technical disciplines, procurement of materials and equipment, and construction planning assistance. Previous project engineering experience is a prerequisite for this position. Relocation to the project site may be required.
- Develops the scope of engineering work, schedules, and budgets for the assigned project elements, and monitors progress to meet schedule and budget requirements. Identifies and documents changes in scope.
- Determines the scope of procurement work, schedules, and budgets for technical aspects of the contract and monitors progress. Interfaces with Procurement and Subcontracts to facilitate procurement coordination with vendors/subcontractors. Participates in bid analysis to help determine supplier availability and capability.
- Reviews work produced to ensure that applicable codes, standards, and procedures are followed and that quality is acceptable. Monitors productivity and technical proficiency of assigned technical personnel, and makes reassignments as project needs arise. Conducts performance evaluations, takes corrective action as necessary, and recommends salary actions. Also provides training and development opportunities for assigned personnel.
- Coordinates the utilization of interdisciplinary technical personnel on the project, as well as the assignment of personnel from other technical support groups within the company.
- Assists the Project Manager in planning, directing, supervising, and controlling the execution of technical, fiscal, and administrative functions of the project or study. Participates in determining the technical skills and staff hours required for successful completion of the project.

- Ensures client criteria and scope are met by all engineering disciplines. Expedites distribution of action items following discussions/meetings with the client and Project Manager. Understands the client's business goals in order to enhance the project work.
- Prepares technical reports and documentation of activity for the client and project management.
- Acts as Project Manager's deputy for certain activities, such as attending meetings in his/her absence, etc.
- Obtains, analyzes, and circulates technical and contractual information to project disciplines.
- Reviews and approves change orders. Notifies project management and other affected personnel of all changes.
- Participates regularly in decision-making meetings with the client and project management.
- Performs other responsibilities associated with this position as may be appropriate.

SENIOR PROJECT ENGINEER

SENIOR PROJECT ENGINEER (SR PROJ ENG)	
Education Requirement:	4-year degree in Engineering (or related field)
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	12-15 years of related field engineering experience, a broad general engineering background, and previous project engineering experience is required. Professional registration may also be required.
Training/Certification Requirements:	Proven ability to perform in a supervisory/leadership role, excellent written and oral communications skills, and a thorough knowledge of industry practices and regulations are required. Must also possess a thorough knowledge of current technology and be able to select and apply appropriate engineering software for use on project.
Position Description	
<ul style="list-style-type: none"> ▪ Integrates the various engineering, scheduling, procurement, construction, and start-up aspects of a medium-size project. May manage a subtask of a larger project or study in accordance with contractual obligations. Responsible for the technical excellence of the engineering functions of the project including coordination of technical disciplines, procurement of materials and equipment, and construction planning assistance. Relocation to the project site may be required during construction and start-up activities ▪ Develops the scope of engineering work, schedules, and budgets for the assigned project elements, and monitors progress to meet schedule and budget requirements. Identifies and documents changes in scope. ▪ Determines the scope of procurement work, schedules, and budgets for technical aspects of the contract and monitors progress. Interfaces with Procurement and Subcontracts to facilitate procurement coordination with vendors/subcontractors. Participates in bid analysis to help determine supplier availability and capability. 	

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- Reviews work produced to ensure that applicable codes, standards, and procedures are followed and that quality is acceptable. Monitors productivity and technical proficiency of assigned technical personnel, and makes reassignments as project needs arise. Conducts performance evaluations, takes corrective action as necessary, and recommends salary actions. Also provides training and development opportunities for assigned personnel.
- Coordinates the utilization of interdisciplinary technical personnel on the project, as well as the assignment of personnel from other technical support groups within the company.
- Assists the Project Manager in planning, directing, supervising, and controlling the execution of technical, fiscal, and administrative functions of the project or study. Participates in determining the technical skills and staff hours required for successful completion of the project.
- Ensures client criteria and scope are met by all engineering disciplines. Expedites distribution of action items following discussions/meetings with the client and Project Manager.
- Prepares technical reports, project manuals, and documentation of activity for the client and project management.
- Acts as Project Manager's deputy for certain activities, such as attending meetings in his/her absence, etc.
- Obtains, analyzes, and circulates technical and contractual information to project disciplines.
- Reviews and approves change orders. Notifies project management and other affected personnel of all changes.
- Performs other responsibilities associated with this position as may be appropriate.

PROJECT ENGINEER

PROJECT ENGINEER (PROJ ENG)	
Education Requirement:	4-year degree in Engineering (or related field)
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	10-12 years of related field engineering experience, or a broad general engineering background is required. Professional registration may also be required.
Training/Certification Requirements:	Potential to perform in a lead capacity, excellent written and oral communications skills, and a familiarity of industry practices and regulations are required. Must also possess a thorough knowledge of current technology and be able to select and apply appropriate engineering software for use on project.
Position Description	
	<ul style="list-style-type: none"> ▪ Integrates the various engineering, scheduling, procurement, construction, and start-up aspects of a small project. May manage a subtask of a larger project or study in accordance with contractual obligations. Responsible for the technical excellence of the engineering functions of the project including coordination of technical disciplines, procurement of materials and equipment, and construction planning assistance.

<p>Preliminary knowledge of Earned Value Management (EVMS) is preferred. Relocation to the project site may be required during construction and start-up activities.</p> <ul style="list-style-type: none"> ▪ Develops the scope of engineering work, schedules, and budgets for assigned project elements, and monitors progress with assistance of the Project manager to meet schedule and budget requirements. Identifies and documents changes in scope. ▪ Assists in determining the scope of procurement work, schedules, and budgets for assigned project buy outs, monitoring progress to maintain those procurements. Interfaces with procurement and subcontract personnel to facilitate the bid process. ▪ Coordinates the utilization of interdisciplinary technical personnel on the project with other Project Engineers. Coordinates the assignment of personnel from other technical support groups within the company. ▪ Assists the Project Manager in planning, directing, supervising, and controlling the execution of technical, fiscal, and administrative functions of the project or study. Assists in determining the technical skills and staff hours required for successful completion of the project. ▪ Meets with Project Controls on regular basis in order to determine progress on schedule, budget and funding. ▪ Provides required data form Project Controls to project management to be used by the Project Manager in the EVMS reporting status for the project. ▪ Ensures client criteria and scope are met by all engineering disciplines. Expedites distribution of action items following discussions/meetings with the client and Project Manager. ▪ Prepares technical reports and documentation of activity for the client and project management. ▪ Obtains, analyzes, and circulates technical and contractual information to project disciplines. ▪ Performs other responsibilities associated with this position as may be appropriate.
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LOGISTICS MANAGER

LOGISTICS MANAGER (LOG MNGR)	
Education Requirement:	BS degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	10+ years of related professional experience
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none"> ▪ Leads a project team in the application of advanced principles, theories, and concepts. ▪ Contributes to the development of innovative principles and ideas. ▪ Works on unusually complex problems and provides solutions that are highly creative. ▪ Works under consultative direction toward predetermining long-range targets. ▪ Provides advice and counsel to the organization in area of expertise. 	

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LEAD LOGISTICS SPECIALIST

LEAD LOGISTICS SPECIALIST (LD LOG SPC)	
Education Requirement:	BS degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	8+ years of related professional experience
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">▪ Demonstrates advanced subject matter expertise in job family.▪ Contributes to and may lead the planning and implementation of large programs in the function, and regularly interfaces with senior management and executive leadership.▪ Plays a role in overall functional strategic planning.	

SENIOR LOGISTICS SPECIALIST

SENIOR LOGISTICS SPECIALIST (SR LOF SPC)	
Education Requirement:	BS degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	5+ years of related professional experience
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">▪ Seasoned professional in the job family.▪ This is the level of full competence that all professionals are expected to achieve in the function. It is sometimes called the journey-level.▪ Manages program and project implementation and makes significant contributions to department goals and planning efforts.	

MID-LEVEL LOGISTICS SPECIALIST

MID-LEVEL LOGISTICS SPECIALIST (MD LOG SPC)	
Education Requirement:	BS degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	2+ years of related professional experience
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">▪ Exhibits technical and operational proficiency in the primary duties of the job family. Plays a key role in implementing projects and programs in the function.▪ Acts as a resource to managers and employees in the organization.	

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JUNIOR LOGISTICS SPECIALIST

JUNIOR LOGISTICS SPECIALIST (JR LOG SPC)	
Education Requirement:	BS degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	0-2 years of related professional experience
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">▪ Provides technical and/or operational support to projects and programs.▪ Fundamental knowledge base comes from formal education in general principles and practices of the functional area as acquired through a 4-year degree program specifically related to the function.	

COMPUTER OPERATIONS MANAGER

COMPUTER OPERATIONS MANAGER (COMP OP MNGR)	
Education Requirement:	4-year degree in engineering-related discipline
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	15 + years of progressive experience working with engineering-related software and/or engineering IT technologies. Possesses specific industry knowledge applicable to the engineering systems and applications required for WEC.
Training/Certification Requirements:	One or more of the following certifications preferred: Microsoft Windows Operating systems (E.g., Microsoft Certified Systems Engineer); Database systems (SQL, Oracle); Programming environments (.NET, VB, VC+) Vendor certifications such as Autodesk, Bentley, Intergraph and ESRI.
Position Description	
<ul style="list-style-type: none">▪ Selects, provides delivery support and oversees architecture of Engineering Systems (ES) and design delivery systems WEC and for individual Global Business Units (GBU). Works closely with GBU engineering systems management and other IS organization delivery teams to provide ES solution delivery systems that support WEC immediate needs and long-term business plans. Promotes standardization of engineering and design applications and systems throughout WEC and individual GBUs.▪ Responsible for overall architecture of automation and delivery systems of all engineering and design applications available within ParStream. Provides technical recommendations and guidance for WEC Engineering Systems. Ensures timely delivery of appropriate, effective engineering and design applications to domestic and international projects. Identifies the engineering software delivery requirements of all projects; provides oversight to ensure the delivery of engineering and design software that will best assure the success of those projects.	

- Develops and recommends ES solutions, to assure they are aligned with WEC business goals and objectives, that ES applications and systems adequately support the existing requirements and that they continue to support long-term growth and direction.
- Maintains a comprehensive knowledge of industry trends and standards in engineering systems computing requirements including technologies such as virtualization and cloud computing to support engineering and design delivery systems.
- Tracks developments of new technologies, applications and automation strategies to support engineering and design, identifying those that have potential applicability to WEC.
- Recommends and implements the use of new technologies, ES applications and automation strategies at WEC. Manages the technical aspects of the introduction and use of those products within WEC.
- Identifies the business and technical requirements for ES software delivery solutions, validation needs and requirements. Reviews required ES-related software to the ES Support Team, for publication and distribution.
- Provides technical guidance in selecting overall ES solutions to support WEC business requirements
- Establishes a strategic direction for ES services, ES software and ES standardization by working closely and communicating regularly with the GBU 's Engineering staff, Operations Manager, Project Managers, Technical Director, Asset Manager, Integrated Support Services (ISS) Managers, associated IT groups and other team members.
- Works with various software vendors related to engineering systems to evaluate the potential effectiveness of their products for implementation at WEC.
- Recommends implementation of vendor applications and systems; plans implementation, coordinates delivery and assures successful testing and use. Oversees the design and implementation of licensing system, promoting the integration of engineering systems and license pooling within WEC.
- Participates in the WEC Engineering Systems Steering Committee, Engineering Systems Working Group and other working groups to identify, promote and direct the use of best practices, standards, policies and procedures for implementing and using ES systems.
- May lead a WEC working group assigned to assess a particular ES issue, question or problem that affects WEC, individual GBUs or projects.
- Establishes standard for conducting routine ES maintenance and updates; monitors work to assure that all systems work at their optimum capacity.
- Participates in developing WEC hardware standards for engineering and design systems.
- Evaluates requests for modifications to ES systems based on business and technical needs and requirements; recommends implementation of appropriate modifications, upgrades, enhancements or new systems to assure users have the necessary applications and systems support.
- Provides technical direction and guidance to lower level IT ES staff members.
- Performs other responsibilities associated with this position as may be appropriate.

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SYSTEMS ANALYST

SYSTEMS ANALYST (SYS ANYLST)	
Education Requirement:	BS degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	10+ years of related professional experience
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">• Applies advanced principles, theories, and concepts.• Contributes to the development of innovative principles and ideas.• Works on unusually complex problems and provides solutions that are highly creative.• Works under consultative direction toward predetermining long-range targets.• Provides advice and counsel to the organization in area of expertise.	

TECHNICAL WRITER

TECHNICAL WRITER (TECH WRTR)	
Education Requirement:	4-year degree in Business Administration, English/Journalism, or related field (or equivalent)
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	8+ years of related work experience, including at least 5 years of experience of proofreading and editing all facets of technical engineering publications, specifications, and proposals from rough draft through print-ready.
Training/Certification Requirements:	Excellent written and oral communication, organizational, and interpersonal skills. Demonstrated proficiency in keyboard skills and a working knowledge of MS Windows and related software including Microsoft Word, Adobe Acrobat, and Adobe InDesign. Accuracy, attention to detail, consistency, and clarity in conformance with required formats and standards. Thorough knowledge of production scheduling and related processes. Able to perform in a lead capacity.
Position Description	
<ul style="list-style-type: none">▪ Performs the most difficult and/or complex writing and editing tasks required in the preparation of proposals, presentations, reports, technical papers, newsletters, web sites, multimedia resources, marketing collateral, and other materials. Assigns work and provides guidance to lower-level technical writers/editors. Establishes production schedule and expedites various items to ensure that they are completed by the designated due date. Proofreads and/or edits drafts of documents created by others for spelling, grammar, clarity of communication, and consistency in formatting. Resolves production problems within a demanding timeframe.	

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- Proofreads and performs the most difficult and/or complex writing and editing functions, including formatting and stylesheet verification, copy editing, rewriting, revising, writing, proofreading, and production planning.
- Ensures compliance of all assigned documents with their required presentation, correct use of paragraph headings and numbering, referencing of illustrative and tabular matter, and applicable bibliographic styles.
- Ensures consistency in application of technical abbreviations and acronyms, figure and table callouts and captions, and handling of boilerplate materials.
- Plans, schedules, and coordinates the editing, proofreading, and production workflow of those assigned. Provides both quick-fix and long-term solutions for work-flow problems.
- Provides technical guidance to assigned personnel in completion of assignments. Familiarizes newly hired and temporary personnel with required formats and standards, production methods, and procedures. Reviews completed assignments for conformance with company standards.
- Assists authors/requestors with cost and time estimates, production plans, delivery schedule compliance, and coordination with other technical publications units.
- Assists in developing and implementing standard procedures.
- Establishes and maintains reference library.
- Maintains production and budget statistics.
- Interfaces across GBUs to maintain workload and provide assistance as needed.
- Keeps abreast of current technology and trends through trade journals, outside publications, and seminars.
- Serves as part of a functional team and can work independently to complete assignments according to scheduled deadlines.
- Performs other responsibilities associated with this position, as may be appropriate.

JOURNEYMAN

JOURNEYMAN (JNRY MN)	
Education Requirement:	High School or Equivalent
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	3+ years of related work experience
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">▪ Repairs, tests, and maintains electrical equipment, machinery, and systems such as generators, alternators, motors, and intercommunication systems.▪ Makes inspection rounds of equipment and maintains records and schedules of tasks and inspections.	

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LABORER

LABORER (LBR)	
Education Requirement:	High School or Equivalent
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	1+ year experience in related work
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">Performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience including but not limited to: loads and unloads trucks, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, moves and arranges heavy pieces of equipment and machinery, cleans up work area under the supervision of the site superintendent and/or foreman	

ELECTRICIAN, MAINTENANCE

ELECTRICIAN, MAINTENANCE (ELEC MAINT)	
Education Requirement:	High School or Equivalent
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	3+ year experience in related work
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">An Electrician 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.	

LEAD COMPUTER OPERATOR

LEAD COMPUTER OPERATOR (LD COMP OP)	
Education Requirement:	4-year degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval

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Experience Requirement:	10+ year experience in related work
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">▪ The Computer Operator V resolves a variety of difficult operating problems (e.g. making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. This operator may spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists with resolution of problems.	

SENIOR COMPUTER OPERATOR

SENIOR COMPUTER OPERATOR (SR COMP OP)	
Education Requirement:	4-year degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	5+ year experience in related work
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">▪ The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention (e.g. frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, this worker chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g. reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems if necessary. Typically, completed work is submitted to users without supervisory review.	

MID-LEVEL COMPUTER OPERATOR

MID-LEVEL COMPUTER OPERATOR (MDL COM OP)	
Education Requirement:	4-year degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	3+ year experience in related work
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	

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- The Computer Operator III processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, the Computer Operator III may deviate from standard procedures if standard procedures do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.

JUNIOR COMPUTER OPERATOR

JUNIOR COMPUTER OPERATOR (JR COM OP)	
Education Requirement:	4-year degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	1+ year experience in related work
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">▪ The Computer Operator II processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, this worker applies standard operating or corrective procedure, refers problems that do not respond to preplanned procedure, and may serve as an assistant operator, working under general supervision.	

ASSOCIATE COMPUTER OPERATOR

ASSOCIATE COMPUTER OPERATOR (ASC COM OP)	
Education Requirement:	4-year degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	1+ year experience in related work
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">▪ The Computer Operator I works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, this worker resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.	

MAINTENANCE TECHNICIAN III

MAINTENANCE TECHNICIAN III (MNT TECH III)	
Education Requirement:	High School Diploma or Equivalent

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Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	8+ years experience in related work
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none"> Applies advanced technical knowledge to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering; changes. Work typically requires an understanding of the interrelationships of circuits, exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow, using complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. This position may provide technical guidance to lower level technicians 	

MAINTENANCE TECHNICIAN II

MAINTENANCE TECHNICIAN II (MNT TECH II)	
Education Requirement:	High School Diploma or Equivalent
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	5+ years experience in related work
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none"> The Electronics Technician Maintenance II applies basic and some advanced technical knowledge to solve routine problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence, in selecting tools, testing instruments, and is reviewed for compliance with accepted practices. This technician works under immediate supervision and achieves technical guidance, as required, from supervisor or higher-level technician. 	

MAINTENANCE TECHNICIAN I

MAINTENANCE TECHNICIAN I (MNT TECH I)	
Education Requirement:	High School Diploma or Equivalent
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	3+ years experience in related work
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	

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- The Electronics Technician Maintenance I applies basic technical knowledge to perform simple or routine tasks following detailed instructions, performs such tasks as replacing components, 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. This person works under close supervision receiving technical guidance from supervisor or higher-level technician. Work is checked frequently for accuracy.

MAINTENANCE MECHANIC II

MAINTENANCE MECHANIC II (MNT TECH II)	
Education Requirement:	High School Diploma or Equivalent
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	5+ years experience in related work
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">▪ The Telecommunications Mechanic II installs, tests, troubleshoots, programs, maintains, and repairs digital switching equipment, attendant consoles, power and ringing relay racks, miscellaneous telephone, radio, fire alarms, intrusion alarms, and computer data circuits and related apparatus required in the central switching office. This worker analyzes system failures and other unusual system occurrences to isolate the source of the problem and determine whether the failure is caused by software, hardware, or other factors. Employees in this position maintain manual and/or computerized central office records, including detail records, traffic analysis records, cable records, line records, subscriber service records, and spare parts inventories.	

MAINTENANCE MECHANIC I

MAINTENANCE MECHANIC I (MNT TECH I)	
Education Requirement:	High School Diploma or Equivalent
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	3+ years experience in related work
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">▪ The Telecommunications Mechanic I installs, removes, maintains, modifies, troubleshoots, and repairs voice and/or non-voice communications systems including intercom and public address systems, alarm systems, teletype equipment, and electronic and electromechanical telephone key systems/PBAXs; terminal and communications equipment, including line drivers. This mechanic runs cables, key cables, or house wire to all telephone sets, terminal connectors, lugs, pins, or screws, associated with key telephone equipment and/or terminating equipment for non-voice circuits.	

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LEAD ENGINEER

LEAD ENGINEER (LD ENGR)	
Education Requirement:	4 year degree, PE License preferred
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	10-12 years experience in related work
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">▪ This technician independently plans and accomplishes complete projects or studies of broad scope and complexity, or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters. Completed work is reviewed for compliance with overall project objectives. This worker may supervise or train and be assisted by lower level technicians, and performs, one or a combination of the following:▪ Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid state devices for instrumentation equipment).▪ Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system.▪ Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.▪ Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.	

SENIOR ENGINEER

SENIOR ENGINEER (SR ENGR)	
Education Requirement:	4 year degree, PE License preferred
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	8-10 years experience in related work

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Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none"> ▪ This technician performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project, selects and adapts plans, techniques, designs, or layouts, contacts personnel in related activities to resolve problems and coordinate the work, reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches. Completed work is reviewed for technical adequacy and satisfaction of requirements. This incumbent may train and be assisted by lower level technicians, and performs one or a combination of the following: <ul style="list-style-type: none"> ▪ Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results. ▪ From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements that are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design. ▪ Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations. 	

MID-LEVEL ENGINEER

MID- LEVEL ENGINEER (MD LVL ENGR)	
Education Requirement:	4 year degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	5-8 years experience in related work
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none"> ▪ The Engineering Technician III performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with instructions. This technician performs at this level one or a combination of such typical duties as: <ul style="list-style-type: none"> ▪ Constructing components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions; 	

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- Following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.
- Conducting various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data;
- Extracting and compiling a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation.
- e. Assisting in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications, and using judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

JUNIOR ENGINEER

JUNIOR ENGINEER (JR ENGR)	
Education Requirement:	4 year degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	3-5 years experience in related work
Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<ul style="list-style-type: none">▪ The Engineering Technician II performs standardized or prescribed assignments involving a sequence of related operations, follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. Technical adequacy of routine work is reviewed on completion; non-routine work may be reviewed in progress. This technician performs at this level, one or a combination of such typical duties as:▪ Following specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment;▪ Conducting a variety of tests using established methods, preparing test specimens, adjusting and operating equipment, recording test data, and pointing out deviations resulting from equipment malfunction or observational errors;▪ Extracting engineering data from various prescribed but non-standardized sources, processing the data following well-defined methods including elementary algebra and geometry, and presenting the data in prescribed form	

ASSOCIATE ENGINEER

ASSOCIATE ENGINEER (ASC ENGR)	
Education Requirement:	4 year degree
Substitution:	Education may be substituted if the applicant presents the required years of experience and has WEC managerial approval
Experience Requirement:	0-3 years experience in related work

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Training/Certification Requirements:	Additional specific technical certifications may be required on a task order basis.
Position Description	
<p>This technician performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. This person performs one or a combination of such typical duties as:</p> <ul style="list-style-type: none">a. Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting.b. Performing simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; records test data.c. Gathering and maintaining specified records of engineering data such as tests, drawings, etc.; performing computations by substituting numbers in specified formulas; plotting data and draws simple curves and graphs.	

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PRICELIST

Labor Identification	Labor Title	GSA Price w/ IFF fee
PRO-MNGR	Program Manager	\$111.00
PRO-MNGR II	Program Manager, Level II	\$181.07
PROJ-MNGR	Project Manager	\$102.00
PRJ-SPRNTNDNT	Project Superintendant	\$100.00
SCRTYSYS-INSTLR	Security Systems Installer	\$72.00
CNTRLSYS-INSTLR	Controls System Installer	\$90.48
ELEC- FORMN	Electrical Foreman	\$80.27
DATA-MNGR	Data Manager	\$77.00
IT-SP	IT Specialist	\$92.00
QC- SPC	Quality Control Specialist	\$77.00
QC- OFC	Quality Control Officer	\$111.55
Security Officer	Security Officer	\$77.00
CADD-OP	CADD Operator	\$66.00
ADMIN-SPRT	Administrative Support	\$69.00
ADMINSPT-SR	Administrative Support, Senior	\$76.59
ADMIN-SPC	Administrative Specialist	\$86.50
SH&E SPC	SH&E Specialist	\$85.93
SH&E MNGR	SH&E Manager	\$125.46
MAINT-MNGR	Maintenance Manager	\$98.80
MAINT-MNGR II	Maintenance Manager Level II	\$116.28
SME I	SME Level I	\$166.49
SME II	SME Level II	\$207.04
CTR MNGR	Contracts Manager	\$116.47
CHF ENGR	Chief Engineer	\$172.45
ELEC-ENG	Electrical Engineer	\$100.00
SYS-ENG	Systems Engineer	\$103.00
ENG MNGR	Engineering Manager	\$167.90
LD PROJ ENG	Lead Project Engineer	\$153.45
SR PROJ ENG	Senior Project Engineer	\$130.19
PROJ ENG	Project Engineer	\$98.78
LOG MNGR	Logistics Manager	\$137.28

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Labor Identification	Labor Title	GSA Price w/ IFF fee
LD LOG SPC	Lead Logistics Specialist	106.14
SR LOG SPC	Senior Logistics Specialist	\$83.50
MD LOG SPC	Mid-Level Logistics Specialist	\$54.45
JR LOG SPC	Junior Logistics Specialist	\$51.25
COMP OP MNGR	Computer Operations Manager	\$139.43
SYS ANLYST	Systems Analyst	\$97.73
TECH WRTR	Technical Writer	\$95.55
JNRY MN	Journeyman	\$84.85
LBR	Laborer	\$28.33
ELEC MAINT	Electrician, Maintenance	\$84.45
LD COMP OP	Lead Computer Operator	\$114.48
SR COMP OP	Senior Computer Operator	\$82.69
MDL COM OP	Mid-Level Computer Operator	\$69.57
JR COM OP	Junior Computer Operator	\$60.48
ASC COM OP	Associate Computer Operator	\$54.67
MNT TECH III	Maintenance Technician III	\$69.00
MNT TECH II	Maintenance Technician II	\$66.65
MNT TECH I	Maintenance Technician I	\$61.71
MNT TECH II	Maintenance Mechanic II	\$56.24
MNT TECH I	Maintenance Mechanic I	\$45.35
LD ENGR	Lead Engineer	\$120.61
SR ENGR	Senior Engineer	\$98.99
MDL ENGR	Mid-Level Engineer	\$82.80
JR ENGR	Junior Engineer	\$66.13
ASC ENGR	Associate Engineer	\$57.19