

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICES
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic order is available through **GSA Advantage!**, a menu driven database system. The INTERNET address for **GSA Advantage!**TM is <http://www.gsa.gov>.

SCHEDULE TITLE, and FSC Group, Part and Section: Facilities Maintenance and Management Schedule, FSC Group H and J, Services Department

FSC CLASS (ES): J035

CONTRACT NUMBER: GS-06F-0090S

CONTRACT PERIOD: 27 June 2006 – 26 June 2011

CONTRACTOR'S NAME, ADDRESS, TELEPHONE AND FAX NUMBER; E-MAIL AND/OR WEB SITE ADDRESS:

Michaelson, Connor, and Boul, Inc.
5312 Bolsa Ave., Suite 200
Huntington Beach, CA 92649

Telephone: 714-230-3600
Fax: 714-230-3699

E-Mail: joan@mcbreo.com or steve.anderson@mcbreo.com
Website: <http://www.mcbreo.com/gsa.htm>

CONTRACTOR'S ADMINISTRATION SOURCE: Ms. Joan Heid or Mr. Steve Anderson

BUSINESS SIZE: Large Business

Prices Shown Herein are Net (Discount Deducted)

INFORMATION FOR ORDERING ACTIVITIES:

1a. Table of Awarded Special Item Number (SIN's):

- 371-001 Grounds Maintenance Services
- 371-002 Tree Planting, Trimming and Removal Services
- 371-003 Pest Control Services
- 811-002 Complete Facilities Maintenance Services
- 811-003 Complete Facilities Management Services
- 811-004 Electrical, and all Utility Services
- 811-005 Refrigeration, Heating, Ventilation and Air Conditioning HVAC Maintenance Services
- 811-1000 Other Direct Costs

1b. Lowest Priced Model Number and Price for Each SIN: See the following Price List table. All prices provided herein are net (discount deducted). (Government price based on a unit of one labor hour)

Price List

<i>Labor Category Title</i>	06/27/06 through 06/26/07	06/27/07 through 06/26/08	06/27/08 through 06/26/09	06/27/09 through 06/26/10	06/27/10 through 06/26/11
Program Manager (Principle)	195.00	200.85	206.88	213.08	219.47
Program Manager	167.45	172.48	177.65	182.98	188.47
Project Manager I	131.36	135.30	139.36	143.54	147.85
Project Manager II	111.62	114.97	118.42	121.97	125.63
Project Manager III	73.95	76.17	78.46	80.81	83.24
General Foreman	66.98	68.99	71.06	73.19	75.38
Planner, Estimator, Scheduler I	72.56	74.74	76.98	79.29	81.67
Planner, Estimator, Scheduler II	55.81	57.49	59.21	60.99	62.82
Facilities Systems Engineering Specialist I	83.72	86.23	88.82	91.48	94.23
Facilities Systems Engineering Specialist II	78.13	80.47	82.89	85.38	87.94
Logistics Management Specialist	41.56	42.81	44.09	45.42	46.78
Purchasing Agent	39.84	41.04	42.27	43.54	44.84
Quality Control I	36.96	38.07	39.21	40.38	41.60
Quality Control II	33.02	34.01	35.03	36.08	37.16
Administrative Assistant I	44.91	46.25	47.64	49.07	50.54
Administrative Assistant II	39.42	40.61	41.83	43.08	44.37
Clerk I	36.96	38.07	39.21	40.38	41.60
Clerk II	33.02	34.01	35.03	36.08	37.16
Clerk III	27.69	28.52	29.37	30.25	31.16
Clerk IV	24.90	25.64	26.41	27.20	28.02
Receptionist/Help Desk Operator	32.62	33.60	34.61	35.65	36.72

placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement, (2) offer the lowest price available under this contract, or (3) decline the order. A delivery order that exceeds the Maximum Order may be placed under the Schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100.00
4. GEOGRAPHIC COVERAGE: Domestic Delivery
5. POINT(S) OF PRODUCTION: N/A
6. BASIC DISCOUNT:
 - 2.5% Off of 20% Profit
 - 1.0% for Task Orders over \$750,000.00
 - Other Direct Costs: Cost plus 8%
7. QUANTITY DISCOUNTS: None
8. PROMPT PAYMENT TERMS: NET 30
9. GOVERNMENT PURCHASE CARD ACCEPTED: Yes (excludes prompt payment discounts)
10. FOREIGN ITEMS: None
11. TIME OF DELIVERY:
 - Normal: 30 days ARO
 - Emergency: N/A
 - Expedited: 24 Hours
 - Overnight and 2-Day Delivery: N/A
 - Urgent Requirement: Clause I-FSS-140B of the contract applies. Agencies can contact contractor's representative to possibly affect a faster delivery.
12. F.O.B. POINT: Destination
13. ORDERING ADDRESS:
 - 5312 Bolsa Ave., Suite 200
 - Huntington Beach, CA 92649
14. PAYMENT ADDRESS:
 - 5312 Bolsa Ave., Suite 200
 - Huntington Beach, CA 92649
15. WARRANTY PROVISION: Standard Commercial Warranty
16. EXPORT PACKING CHARGES: N/A

17. TERMS AND CONDITIONS OF GCCC ACCEPTANCE: None
18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR: N/A
19. TERMS AND CONDITIONS OF INSTALLATION: N/A
20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES: N/A
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: N/A
21. LIST OF SERVICE AND DISTRIBUTION POINTS: N/A
22. LIST OF PARTICIPATING DEALERS: N/A
23. PREVENTIVE MAINTENANCE: Facilities Maintenance in accordance to schedule requirements
24. ENVIRONMENTAL ATTRIBUTES, e.g., recycled content, energy efficiency, and/or reduced pollutants: Compliance with all governing federal, state, and local environmental regulations shall apply for all efforts performed by the contractor. Existing environment conditions that are not in compliance will be identified by the contractor upon discovery on an as occurring basis.
25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER: 969088855
26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: Active

Attachment (1)

Labor Category Descriptions

Title: Program Manager (Principle)

Experience/Description: Must be qualified in all aspects of program management and administration across the enterprise working with Government and industry leadership in various aspects of complete facilities maintenance and management, logistics, engineering, and/or technical management for assigned area. Current with technology areas assigned and practiced as an advisor on evolving advancements in technology and its intrinsic value to clients/stakeholders. Conversant in all applicable facilities related element in specific engineering, technical, or management discipline as it relates to the management of complete enterprise operations, program or specific facilities related functional area. Experienced in most maintenance and management specific functions such as grounds and tree services, pest control, fire systems, facilities maintenance and management, utilities maintenance services, and HVAC services. Qualified to perform planning, organizing, executing, directing, and controlling of enterprise-wide operations including review and identification of contractual requirements, assignment of responsibilities within the enterprise, identification and coordination of the resources to conduct operations, and controlling work execution to ensure all requirements are met and that all products and services delivered meet high standards of quality. Experienced in handling and directing administrative matters associated with enterprise-wide programs, individual projects or team efforts with proficiency in directing resources to accomplish contract objectives, including cost, schedule and technical performance. As a major quality assurance advocate, directs and controls the enterprise-wide Quality Management System.

Education: Undergraduate degree in engineering, science, administration, or management, or an equivalent combination of education and experience.

Title: Program Manager

Experience/Description: Must be qualified in all aspects of program management and administration working with Government and industry leadership in various aspects of complete facilities maintenance and management, logistics, engineering, or technical management for assigned technology area. Current with technology area assigned and practiced as an advisor on evolving advancements in technology and its intrinsic value to clients/stakeholders. Conversant in applicable facilities related element in specific engineering, technical, or management discipline as it relates to the management of complete service desk operations or specific program functional area. Practiced in one of more maintenance and management specific functions such as grounds and tree services, pest control, fire systems, facilities maintenance and management, utilities maintenance services, and HVAC services. Qualified to perform planning, organizing, executing, directing, and controlling of enterprise-wide operations including review and identification of contractual requirements, assignment of responsibilities within the enterprise, identification and coordination of the resources to conduct operations, and controlling work execution to ensure all requirements are met and that all products and services delivered meet high standards of quality. Must be experienced in administrative matters associated with program, project or team efforts with proficiency in directing resources to accomplish contract objectives, including cost, schedule and technical performance under general guidance of a Program Manager (Principle).

Education: Undergraduate degree in engineering, science, administration, or management, or an equivalent combination of education and experience.

Title: Project Manager I

Experience/Description: Must be experienced in managing people and resources, offering more comprehensive experience than the Project Manager level II as a project or team manager of facilities maintenance and management services. Project and team efforts range in complexity from small-scale to broad-based requirements and support efforts. Possesses specific knowledge and expertise in assigned project area and discipline(s) as it relates to project objectives and technical support requirements. Must be experienced in identifying project finite work elements from Government conveyed requirements, setting up complete project plans, employ systematic management oversight controls, and bringing project and support efforts to completion within budget and schedule while achieving technical and quality objectives.

Education: Undergraduate degree is desirable in engineering, science, administration, or business, or an equivalent combination of education and experience. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered

Title: Project Manager II

Experience/Description: Must be experienced in managing people and resources, and offer relevant experience as a project or team manager of facilities maintenance and management services in varying degrees, from small-scale to broad-based projects or functional support efforts. Possesses specific knowledge and expertise in assigned project area and technical discipline(s) as it relates to project objectives and support requirements. General management experience is required in identifying project finite work elements from Government conveyed requirements, setting up systematic management oversight controls, and bringing project efforts to completion within budget and schedule while achieving technical and quality objectives.

Education: Undergraduate degree is desirable in engineering, science, administration, or business, or an equivalent combination of education and experience. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered

Title: Project Manager III

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

Education: Undergraduate degree is desirable in engineering, science, administration, or business, or an equivalent combination of education and experience. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered

Title: General Forman

Experience/Description: Plans, schedules, supervises, and directs technicians, workers, and other trades related personnel in the performance of duties. Skilled in technical and/or trade area allowing insight and possessing experience in accomplishing detailed work in areas assigned. Must be proficient in accomplishing complete facility maintenance or specialty maintenance area assigned. In addition, must be experienced at providing oversight and direction in one or more of the following specialty areas: complete facilities maintenance projects, grounds maintenance, tree planting and trimming, pest control, fire alarm systems, electrical and other utilities, and refrigeration and HVAC systems.

Education: High school graduate or equivalent with technical training or specific experience in complete facility maintenance or specialty maintenance area assigned

Title: Planner, Estimator, Scheduler I

Experience/Description: Experienced in operating a service center and performs functions such as receives, records, and distributes work orders to service crews upon customers' requests for service. Records information and updates databases for maintenance repair, or service rendered or performed. This includes preventive and corrective maintenance related requirements. Prepares work order and distributes to service crew. Schedules service call and dispatches service crew. Calls or writes customer to insure satisfactory performance of service. Keeps record of service calls and work orders. May dispatch orders and relay messages and instructions to mobile crews and other departments, using radio or telephone equipment.

Education: High School Graduate or equivalent

Title: Planner, Estimator, Scheduler II

Experience/Description: Possesses limited experience at supporting service center operations performing functions such as receives, records, and distributes work orders to service crews upon customers' requests for service. Records information and updates databases for maintenance repair, or service rendered or performed. This includes preventive and corrective maintenance related requirements. Prepares work order and distributes to service crew. Schedules service call and dispatches service crew. Calls or writes customer to insure satisfactory performance of service. Keeps record of service calls and work orders. May dispatch orders and relay messages and instructions to mobile crews and other departments, using radio or telephone equipment.

Education: High School Graduate or equivalent

Title: Facilities Systems Engineering Specialist I

Experience/Description: Must be experienced in performing a range of complex duties regarding installation, setup, troubleshooting and repair of wiring, connectivity, and networking of computers and peripheral devices for systems and equipment that are typically more complex in design. This includes scoping out projects, preparing detailed layouts, pulling wires, installing receptacles setting up internetworking hardware, and other facility installations and repairs. Installs software, provides general training, and offers solutions to resolve problems.

Education: High school graduate or equivalent

Title: Facilities Systems Engineering Specialist II

Experience/Description: Experienced in performing fundamental requirements such as installation, setup, troubleshooting and repair of wiring, connectivity, and networking of

computers and peripheral devices. This includes scoping out projects, preparing layouts, pulling wires, installing receptacles and other facility installations and repairs. Installs software, provides general training, and offers solutions to resolve problems.

Education: High school graduate or equivalent. The degree of competency and extensiveness of involvement in performing facilities systems engineering services increases according to the minimum education and experience required for each of position level assigned

Title: Logistics Management Specialist

Experience/Description: Must possess experience in performing comprehensive studies, analyses and management related services involving logistics systems and logistics planning. Capable of performing one or more of the following: process and procedural reviews; define logistics system requirements including identification of resources, positioning supplies, materials, equipment and personnel; and evaluation of overall operations. Also may be called upon to perform inventory assessment, maintenance workload planning, and respond to problems and program action items.

Education: An undergraduate degree and relevant experience in logistics or an equivalent combination of education and experience.

Title: Purchasing Agent

Experience/Description: Must have general office experience and capable of providing acquisition services by identifying sources and suppliers of products and services needed to support program, project and team efforts. Performs research, price and availability, and source selection that conforms to competitive and sole source requirements. In some cases, develops specifications, product or service descriptions, and supporting purchase request information. Seeks out competition where appropriate including the use of small and small disadvantaged suppliers. Purchases products and services following internal guidelines that conform to federally mandated procurement requirements. Conducts negotiations with vendors and suppliers.

Education: High school graduate or equivalent

Title: Quality Control I

Experience/Description: Must be experienced in application of subject-matter knowledge and judgment to complete assignments consistent with performance standards and metrics. Selects from alternative methods for assessment and refers problems not immediately solvable using established guidelines, manuals, practices or procedures. Typical duties include: maintaining a wide variety of records; preparing and verifying statistical information and reports, and handling and resolving quality related problems and customer complaints.

Education: High School Graduate or equivalent

Title: Quality Control II

Experience/Description: Must have work experience that requires familiarity with the terminology and techniques for general performance assessment. Knowledgeable of practices, methods and procedures used in inspecting and assessing quality of product and service. Recognizes problems and refers to others with more specific experience.

Education: High School Graduate or equivalent

Title: Administrative Assistant I

Experience/Description: Possesses general office and/or administrative skills and capable of providing a higher level of expertise than Administrative Assistant II generally supporting more complex operations performing administrative duties typically in an office environment for one or more program or project managers and, in some cases, in support of subordinate groups. Maintains a responsive relationship in performing day-to-day activities in support of program/project managers and subordinate groups. Works somewhat independently, receiving a minimum of detailed supervision and guidance. Performs varied administrative, clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, projects and procedures related to the work of the office. Carries out recurring and non-recurring tasks as required in support of overall program/project/group requirements. Handles differing situations, problems, and deviations in work according to supervisor's general instructions, priorities, duties, policies, and program/project/group goals.

Education: High school graduate or equivalent

Title: Administrative Assistant II

Experience/Description: Possesses limited general skills and capable of providing administrative support generally in an office environment, usually to one or more program or project managers and, in some cases, to the subordinate personnel. Maintains a responsive relationship in performing day-to-day activities in support of program/project managers and subordinate personnel. Works somewhat independently, receiving a minimum of detailed supervision and guidance. Performs varied administrative, clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, projects and procedures related to the work of the office. Carries out recurring and non-recurring tasks as required in support of overall program/project requirements.

Education: High school graduate or equivalent

Title: Clerk I

Experience/Description: Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in numeric or alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, supporting purchasing requirements, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

Education: High School Graduate or equivalent experience

Title: Clerk II

Experience/Description: Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing records and/or documents in a chronological file, operating office equipment, e.g., computer, printer, photocopy, or facsimile machine, and supporting other technical and administrative personnel in one-of-a-kind and repetitive tasks.

Education: High School Graduate or equivalent experience

Title: Clerk III

Experience/Description: Follows procedures in performing simple repetitive tasks in the same sequence, such as filing records and/or documents in a chronological file or operating office

equipment, e.g., computer, printer, photocopy, or facsimile machine. May be called upon to perform support under supervision of other technical and administrative personnel in one-of-a-kind and repetitive tasks when assigned.

Education: In-school working towards a high school diploma or college degree, High School Graduate, or equivalent experience

Title: Clerk IV

Experience/Description: Under supervision of others, follows procedures in performing simple repetitive tasks in the same sequence, such as filing records and/or documents in a chronological file or operating office equipment, e.g., computer, printer, photocopy, or facsimile machine. May be called upon to perform support under supervision of other technical and administrative personnel in one-of-a-kind and repetitive tasks when assigned.

Education: In-school working towards a High School Diploma or college degree, High School Graduate, or equivalent experience

Title: Receptionist/Help Desk Operator

Experience/Description: Must have general experience or possess requisite motor-skills that allow operation of a single-position telephone switchboard or console system to relay incoming, outgoing, and intra-system calls. Acts as a receptionist greeting visitors, determining nature of visits and directing visitors to appropriate persons. Work may involve other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. May also type and perform other routine clerical work, usually while at the switchboard or console, which may occupy the major portion of the worker's time. May perform as a help desk operator, answering questions and resolving problems that are typically of a general nature.

Education: High School Graduate or equivalent preferred, some technical training in help desk operations desirable

Title: Arborist

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

Education: High school graduate with technical training, certification, or equivalent experience

Title: Carpenter

Experience/Description: Experienced at performing as a carpenter performing duties such as construct and maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood. Work at this level of position involves most of the following: planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the

work of the maintenance carpenter at this position level requires rounded training and experience usually already acquired from a formal apprenticeship or equivalent training and experience.

Education: High School Graduate preferred but not necessarily required

Title: Engineer

Experience/Description: Must possess specific engineering experience in one or more engineering disciplines or specialized in a specific sub-discipline that is directly relevant to the specific work assigned. Engineering expertise at this level must have involved performing fundamental and progressive engineering assignments in at least one or more areas of planning engineering projects, engineering concept development, requirements analysis, system design, circuit design and analysis engineering and integration, test and evaluation, in-service engineering, and/or acquisition and life cycle management. Must be knowledgeable in techniques for performing and executing engineering related tasks and duties. Engineering tasks and duties may encompass efforts that include but are not limited to: requirements analysis; materials studies/analysis; system/component integration; interoperability; interconnectivity; structured analysis; testing methodologies; automation principles; test program set development; database structuring, modeling techniques; testability; supportability and logistics support; reliability and maintainability; human factors; safety engineering; environmental engineering; packaging; handling; transporting; facilities/building requirements; power/electrical distribution requirements analysis; cabling; piping; configuration management/product data management, refrigeration, heating, air conditioning, and ventilation, and test planning/testing.

Education: An undergraduate degree in applicable engineering discipline or related science or an equivalent combination of education and experience

Title: Engineering Technician/Inspector

Experience/Description: Experienced at performing a variety of technical related work in one or more engineering discipline areas and is qualified to carry out duties such as: inspect, test, maintain, repair, replace and/or install electrical, electronic, mechanical or plumbing devices, parts, components, equipment or systems. This can include fire alarm detection and suppression systems in accordance with manufacturer's specifications and National Fire Protection Association standards. Assigned personnel may be required to perform property or equipment inspections, tests, assessments, and analysis. In some cases, this may require gathering, preparing and maintaining specified records of engineering data such as test results, drawings, reports, etc.

Education: High school graduate or equivalent, and specific training in technical area or engineering discipline of assigned work area

Title: Electrician

Experience/Description: 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. Familiar with electrical code application and where appropriate, licensed as an electrical contractor.

Education: High School Graduate or equivalent, technical training, or equivalent relevant electrical experience

Title: General Laborer I

Experience/Description: Performs general tasks that require physical abilities and effort involving minor skills and limited prior work experience. The following tasks are typical of this occupation: loads and unloads trucks, and other conveyances; moves supplies and materials to proper location by wheelbarrows or hand-trucks; stacks materials for storage or binning; collects refuse and salvageable materials. Digs, fills, and tamps earth excavations; levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts tree and brush; operates power lawnmowers. Moves and arranges heavy pieces of office and household furniture, equipment, and appliances; moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment.

Education: High School Graduate preferred but not required

Title: General Laborer II

Experience/Description: Performs general tasks that require physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: loads and unloads trucks, and other conveyances; moves supplies and materials to proper location by wheelbarrows or hand-trucks; stacks materials for storage or binning; collects refuse and salvageable materials. Digs, fills, and tamps earth excavations; levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts tree and brush; operates power lawnmowers. Moves and arranges heavy pieces of office and household furniture, equipment, and appliances; moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment.

Education: High School Graduate preferred but not required

Title: Grounds Maintenance Technician I

Experience/Description: Capable of providing more advanced skills in performance of maintenance related duties to grounds that include residential, industrial, commercial or public property such as yards, exterior buildings, campuses, picnic grounds, parks, playgrounds, greenhouses, greenbelts, flower beds, and athletic fields. May repair structures and equipment, and perform installation, maintenance or repair to systems and equipment. May be required to perform one or more functions such as: cutting, trimming, hedging, edging, planting, mulching, cultivating, aerating, pruning, clipping, fertilizing, shoveling, digging, rototilling, removing, replacing weeding, watering, etc. May be required to have experience in applying herbicide, insecticide, or other products and be familiar with environmental requirements. In some cases may be required to design, install, modify and activate landscapes including sprinkler systems, drip systems, waterfalls, rockscapes, and hardscapes. Also may be called upon to pickup, burn or cart away leaves, paper, debris or other litter. Repairs and paints fences, gates, benches, tables, guardrails, outbuildings and other structures. May be called upon to perform in such areas as maintenance and repair of roads, walks, buildings, and mechanical equipment. More advanced

ground maintenance work will require assigned personnel in this category to be trained as an arborist.

Education: High School Graduate or equivalent

Title: Grounds Maintenance Technician II

Experience/Description: Maintains grounds of residential, industrial, commercial or public property such as yards, exterior buildings, campuses, picnic grounds, parks, playgrounds, greenhouses, greenbelts, flowerbeds, and athletic fields. May repair minor structures and equipment, and perform installation, maintenance or repair to systems and equipment. May be required to perform one or more functions such as: cutting, trimming, hedging, edging, planting, mulching, cultivating, aerating, pruning, clipping, fertilizing, shoveling, digging, rototilling, removing, replacing weeding, watering, etc. May be required to have experience in applying herbicide, insecticide, or other products and be familiar with environmental requirements. In some cases may be required to design, install, modify and activate landscapes including sprinkler systems, drip systems, waterfalls, rockscapes, and hardscapes. Also may be called upon to pickup, burn or cart away leaves, paper, debris or other litter. Repairs and paints fences, gates, benches, tables, guardrails, outbuildings and other structures. May called upon to assist in maintenance and repair of roads, walks, buildings, and mechanical equipment.

Education: High School Graduate or equivalent

Title: Maintenance Worker-Helper

Experience/Description: Assists one or more workers in the maintenance area assigned performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from job assignment. In some work assignment areas the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others areas the worker helper is permitted to some limited specialized machine operations, or parts of a particular trade that are also performed by workers.

Education: High School Graduate, equivalent trade school, or relevant work experience

Title: Janitorial/Custodian

Experience/Description: Must be able to meet physical demands and have experience at performing general janitorial and/or custodian type duties. Must be able to perform more difficult janitorial and custodial services and duties may include but are not limited to: cleaning, scrubbing, mopping, vacuuming, carpet cleaning and extracting, hard floor cleaning, stripping, refinishing, and polishing, general sweeping, trash and debris removal, window washing, blind cleaning, bathroom sanitation, pressure washing, dusting, and cleaning of appliances and fixtures. Also may provide routine general housekeeping services involving maintaining and upkeep of the appearance and cleanliness of facilities from everyday use.

Education: None required

Title: Mason

Experience/Description: Must possess more advance skills than Mason I and perform general masonry installation, maintenance and repair requiring practical skill and knowledge in laying brick, block, stone, and/or rock, and application of plaster, stucco, concrete, asphalt, etc.

Performs maintenance and repair to buildings, structures, walls, roadways, etc. Provides integration with tiling, plumbing, dry walling, electrical work and venting. Some work may include painting, repairing or replacing concrete floors, steps, and sidewalks; replacing damaged countertops and floor tiles.

Education: High School Graduate or equivalent, technical training and/or apprenticeship experience providing level of proficiency for area of work assigned

Title: Painter

Experience/Description: Must possess more advanced skills than Painter I and paints, touches-up and redecorates buildings, walls, woodwork and fixtures. Work involves the following: knowledge of surface peculiarities and types of paint and stain required for different applications; preparing surface for painting or staining by removing old finish, placing putty or filler in holes and gaps; sanding, chalking and applying paint or stain with appropriate application tool such as spray gun, roller, brush, sponge, or cloth. May be required to mix colors and other ingredients to obtain proper color, consistency and protection. Must be experienced in touch-up application including preparing surfaces, color matching and paint or stain application. In general, must be well rounded in painting and/or staining application from either technical training and/or experience acquired through a formal apprenticeship.

Education: High School Graduate or equivalent, and equivalent training and/or experience for type painting application

Title: Physical Lock and Security Specialist

Experience/Description: Must possess one or more of the following types of experience: installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, windows, desks, compartments, cabinets, equipment, and safes. Commensurate with experience, installs new or replaces units, or disassembles units and replaces worn springs and other parts. Opens door, window, cabinet and safe locks. Makes new and duplicate keys, using key cutting machine. Changes combination lock. Establishes keying systems for buildings. Adjusts, aligns, repairs, and replaces bolting system, faceplates, and other related hardware.

Education: High school graduate with technical training or equivalent experience in lock and/or security devices

Title: Pest Controller/Trapper/Disposal Specialist

Experience/Description: Trained or experienced in one or more of the following assigned: pest control technology, use/application of fumigation or insecticide, termite inspection, bait and trapping, trap and release, and proper disposal techniques. Must be experienced in the application of spraying chemical solutions or use of toxic gases, setting mechanical traps, and preparation and disposal of terminated pests. Skilled at providing routine periodic maintenance of buildings, building complexes, and surrounding areas. In specialty area assigned and in compliance with appropriate laws and regulations, fumigates rooms and complete building structures, using toxic and non-toxic gas applications. May spray chemical solutions, dusts or powders in confined rooms and work areas. Places poisonous paste or bait and mechanical traps where pests are present. May clean areas that harbor pests, using rakes, brooms, shovels, and mops preparatory to fumigating. May be required to hold State license. Familiar with proper safety regulations, precautions, use of safety equipment as well as documenting and reporting requirements.

Education: High School Graduate or equivalent and technical training in specialty assigned

Title: Pipefitter

Experience/Description: Experienced at installing or repairing water, steam, gas or other types of pipe and pipefittings. Work requirements may include one or more of the following: laying out work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines; threading pipe with stocks and dies, bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. Maintenance pipefitter work requires well-rounded training and experience acquired from either formal apprenticeship or equivalent training and experience. Pipefitters are engaged in maintenance, installation and repair of building sanitation, heating systems, boilers, and water supply but are not limited to these areas.

Education: High School Graduate preferred but not necessarily required, technical school or training is desirable

Title: Plumber

Experience/Description: Experienced at one or more of the following: assembling, installing and repairing pipes, fittings and fixtures of heating, water, and drainage systems, boiler and high pressure piping, according to specifications and plumbing codes. Must be able to study building plans and working drawings to determine work required and sequence of installations. Must be proficient at performing periodic and corrective maintenance. Inspects structures to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. Joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and calks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May perform soldering or welding of holdings and fixtures including steel structural members.

Education: High School Graduate or equivalent experience, or technical trade-school training

Title: Refuse Collector

Experience/Description: Must possess physical skills that enable picking up of garbage, trash, or refuse from homes, businesses and other locations, and deposit it in a truck, roll-off, dumpster, or trailer. Must be able to identify and separate recyclable and toxic materials, disposing in the proper and appropriate manner. May be required to drive, pick-up and/or deliver according to assigned work area.

Education: High School Graduate desirable but not necessarily required

Title: Roofer

Experience/Description: Possesses the requisite experience enabling the performance of roofing and reproofing of the two basic types of roofs, i.e., low- and steep-sloped. Experience may include one or more of the following: preparation, waterproofing, installation, repair, and replacement using various types of roofing materials such as tar or asphalt and gravel; rubber or thermoplastic; metal; or shingles made of asphalt, slate, fiberglass, wood, tile, or other material. Must be able to detect leaks, determine appropriate measures for counteracting leak problems and make repairs to roof, ceiling, walls, etc. For installations and repairs, must be familiar with and capable in application of such items as felt, tar paper, plywood, etc. Personnel assigned this position are qualified to install and/or replace drainage hog-trough, flashing, gutters and/or downspouts.

Education: High School Graduate preferred but not necessarily required

Title: Sheet Metal Worker

Experience/Description: Must be experienced in one or more of the following to meet work area requirements: fabricate, install and maintain in good repair the sheet-metal equipment and fixtures such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing. Work may involve some or all of the following: planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications; setting up and operating all available types of sheet-metal working machines; using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling; and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through an apprenticeship or equivalent training and experience.

Education: High School Graduate preferred but not necessarily required, technical school, apprenticeship, or equivalent experience required

Title: Snow Removal Specialist

Experience/Description: Must possess physical ability to maintain industrial, commercial, public and private property such as sidewalks, parking lots and other areas free from snow and ice using manual means, blowers, and treatments to clear and keep clear designated areas that are typically well traveled or requires access. Efforts may include the application of salt and/or sand on walkways and other areas to control snow and ice buildup or return.

Education: High School Graduate preferred but not necessarily required

Title: Snow Removal Specialist (Power Equipment)

Experience/Description: Must possess physical ability and knowledge of equipment used in maintaining industrial, commercial, public and private property such as sidewalks, parking lots and other areas free from snow and ice using blowers, scrapers, and plows to clear and keep clear designated areas that are typically well traveled or require access. Efforts may include the application of salt and/or sand on areas to control snow and ice buildup or return.

Education: High School Graduate preferred but not necessarily required

Title: Technician I

Experience/Description: Must possess general technical experience in an engineering or technical discipline that is relevant to the specific work assigned. Technical experience must have involved performing specific assignments in at least one life-cycle phase, i.e.,

system/equipment planning, concept development and requirements analysis, system design, engineering and integration, test and evaluation, integrated logistics support, and acquisition and life cycle management. Must be knowledgeable in performing technical related tasks in some or all of the following: planning; equipment analysis; system/component installation integration; interoperability; inventory tracking and assessments; modification methodologies; installation planning; use of drawings and technical data; database structuring, testing and troubleshooting and repairing; supportability and logistics support; engineering investigations; maintenance repair/installation; safety and environmental precautions; packing/unpacking; power/electrical distribution system analysis; facilities/building requirements; cabling; piping; configuration management; product data management; integrated product team or multi-discipline team.

Education: Technical training in a related technical discipline or related science, or an equivalent combination of education and experience is required. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered.

Title: Technician II

Experience/Description: Must possess limited general technical experience in an engineering or technical discipline that is relevant to the specific work assigned. Technical experience must have involved performing general assignments in such areas as system/equipment planning, development and analysis. Must be knowledgeable in performing technical related tasks in one of the following areas: planning; equipment analysis; system/component installation integration; interoperability; inventory tracking and assessments; modification methodologies; installation planning; use of drawings and technical data; database structuring, testing and troubleshooting; supportability and logistics support; engineering investigations; maintenance repair/installation; safety and environmental precautions; packing/ unpacking; power/electrical distribution system analysis; facilities/building requirements; cabling; piping; configuration management; and/or product data management.

Education: Technical training in a related technical discipline or related science, or an equivalent combination of education and experience

Title: Tree Trimmer

Experience/Description: Skilled at performing tree trimming and hedging to include but is not limited to topping, pruning, thinning, shaping and removal. May work on low-height tree trimming projects and in some cases experienced at working at heights of up to 50 feet using specialized lift equipment. Knowledgeable in the use and operation of tree trimming equipment such as chainsaw, hand-saw, pruner, cutting equipment extensions, stump grinder, chipper, and other cutting and removal devices. May be experienced in pruning shrubs and trees to shape and improve growth, using shears and other hand tools. Familiar with the use of safety equipment and trained in the use of proper safety precautions.

Education: High School Graduate preferred but not required

Title: Truck Driver

Experience/Description: Must be appropriately licensed for driving application and experienced in driving vehicles that are typically equal to or less than 1.5 tons. Vehicles may include pick-up, flatbed, snowplow, bucket, dump, panel, forklift or other types to suit work area performance

requirements. Driver shall qualify for and possess valid and current driver's license for location(s) where vehicles are to be driven including applicable insurance.

Education: High School Graduate preferred but not necessarily required

Title: Utility Specialist

Experience/Description: Must possess requisite experience in supporting utility requirements that include but is not limited to water, power, gas, and telephone. Experienced at performing work on complex systems and equipment interfacing with utility companies at line of departure and performing installations, troubleshooting, and repair based on assignments. Applies best commercial practices that conform to building codes that pertain to the specific utility involved. Selects or adapts standard procedures or equipment, using fully applicable precedents. Performs tests using commercial available test equipment, tools, and devices such as gages, meters, etc. Receives instructions, equipment requirements, and information from client site representatives and performs recurring/non-recurring work independently. Prepares documentation such as test and installation reports, drawings, and other supporting information. Constructs components, subunits, or models, or adapts standard equipment. May troubleshoot and correct malfunctions.

Education: High school graduate with technical school, apprenticeship, or equivalent experience

Title: Warehousemen

Experience/Description: Must possess general skills required to perform a variety of warehousing duties, which require an understanding of storage plan/storage capacity. Work involves some or all of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties and include primary duties of shipping and receiving work, order filling, or operating forklifts.

Education: High School Graduate preferred but not necessarily required

Title: Window Cleaner

Experience/Description: Must be capable of performing a variety of window cleaning related duties such as clean windows, glass partitions, mirrors, and other glass surfaces of building interior or exterior, using pail of soapy water or other commercial cleaner, sponge, and squeegee. Crawls through windows from inside, uses safety equipment for support, sets and climbs ladders to reach second or third story, or stands to reach first floor or inside windows. In some cases, uses bos'n chair, swing stage or other scaffolding lowered from roof.

Education: High School Graduate preferred but not necessarily required