



General Services Administration
Federal Supply Services
Authorized Federal Supply Schedule Price List



LOGISTICS APPLICATIONS INC.

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Alexandria, VA 22314
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POC: Shanie San Jose
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Schedule: Group 874V
Logistics Worldwide (LOGWORLD)

Special Item Numbers:
874-501 Supply and Value Chain Management
874-503 Distribution and Transportation Logistics Services
874-507 Operations & Maintenance Logistics Management & Support

Contract Number: GS-10F-0345T

Contract Period: August 17, 2007 – August 16, 2012
As Per Modification PS-004
Effective April 07, 2008

Business Size: Small
Federal ID: 54-1385702

Contract Information

1. **Special Identification Numbers:**
 - a. 874-501: Supply and Value Chain Management Services
 - b. 874-503: Distribution and Transportation Logistics Services
 - c. 874-507: Operations and Maintenance Logistics Management and Support Services
2. **Maximum Order:** Limitation is \$5,000,000.00
3. **Minimum Order:** Limitation is \$100.00
4. **Geographic Coverage:** Domestic and Overseas
5. **Points of Production:** N/A
6. **Discounts:**

All prices shown are net prices with all awarded discounts included.
7. **Quantity Discount:** None.
8. **Prompt Payment Discount Terms:** NET 30
9. **Credit Card:**

Payment by Governmentwide Purchase Card, (552.232-77) requires all contractors to accept the government credit card for the purchases of \$ 2,500.00 or less. LAI accepts the Government credit card for purchases of more than \$ 2,500.00
10. **Foreign Items:** N/A
11. **Delivery/Performance Area:** Worldwide
12. **Delivery:** 30
13. **F.O.B. Point:** Destination
14. **Ordering Information:**

Logistics Applications Inc.
2760 Eisenhower Avenue, Suite 202
Alexandria, VA 22314
15. **Payment Address:** Same as contractor

16. Warranty:

Warranty requirements outlined in GSAR 552.246-73 is not applicable in this award.

17. Export Packing Charges: N/A

18. Terms and Conditions of Government Purchase Card Acceptance:

Government credit card is accepted in accordance with Clause 552-232-77 entitled, "Payment by Government Commercial Purchase Card."

19. Terms and Conditions of Rental, Maintenance and Repair: N/A

20. Terms and Conditions of Installation: N/A

21. Terms and Conditions of Repair Parts indicating date of price lists and any discounts from list prices: N/A

22. List of Service and Distribution Points: N/A

23. List of Participating Dealers: N/A

24. Preventive Maintenance: N/A

25. Environmental Attributes: N/A

26. DUNS Number: 177039286

27. Central Contractor Registration (CCR):

Affirmative, registration accomplished. Registration is valid until January 18, 2012.



LOGISTICS APPLICATIONS INC.

GS-10F-0345T, Logistics Support Services

SIN 874-501 - Supply and Value Chain Management

SIN 874-503 - Distribution and Transportation Logistics Services

SIN 874-507 - Operations & Maintenance Logistics Management & Support

Non SCA Labor Categories	Price: 8/17/11-8/16/12
Architect I	\$ 45.52
Architect II	\$ 50.60
Architect III	\$ 55.65
Asst Program Manager I	\$ 31.78
Asst Program Manager II	\$ 36.33
Asst Program Manager III	\$ 40.87
Asst Program Manager IV	\$ 45.40
Building Specialist Inspector II	\$ 58.92
Building Specialist Inspector	\$ 52.62
Computer Operator II	\$ 28.33
Computer Operator III	\$ 34.35
Copier Manager	\$ 46.56
Copier Management Supervisor	\$ 42.49
Custodial Work Inspector	\$ 36.37
Customer Service Center Manager, Cleared	\$ 84.74
Customer Service Expert	\$ 76.02
Elevator Inspector	\$ 54.03
Elevator Repair	\$ 59.45
Facilities Delivery Lead, Cleared	\$ 83.83
Facilities Inspector	\$ 52.62
Facilities Inspector II	\$ 58.92
Facilities Manager	\$ 75.89
Facilities Manager Assistant	\$ 68.80

Facilities Supervisor	\$ 58.66
General Engineer	\$ 55.66
General Engineer, Lead	\$ 65.76
Help Desk Manager	\$ 57.02
Motor Vehicle Supervisor	\$ 48.37
Operation and Maintenance Inspector I	\$ 54.72
Operations and Maintenance Inspector II	\$ 58.67
Operations and Maintenance Inspector III	\$ 62.74
Printing Management Lead	\$ 39.44
Printing Management Supervisor	\$ 42.49
Project Manager	\$ 70.81
Project Manager Assistant	\$ 65.76
Program Manager I	\$ 40.87
Program Manager II	\$ 54.50
Program Manager III	\$ 68.12
Program Manager IV	\$ 79.47
Program Manager, Senior and Cleared	\$ 127.97
Program Manager, Senior and Cleared/ Subject Matter Expert	\$ 157.46
Property Manager I	\$ 50.60
Property Manager II	\$ 57.67
Property Manager III	\$ 60.73
Property Manager IV	\$ 62.73
Quality Assurance I	\$ 34.06
Quality Assurance II	\$ 43.14
Quality Assurance III	\$ 52.22
Quality Assurance IV	\$ 61.30
Space Management Specialist III	\$ 38.52
Space Management Specialist IV	\$ 48.14
Space Management Specialist V	\$ 50.51
Space Management Supervisor	\$ 58.51
Travel Management Supervisor	\$ 42.52
Travel Manager	\$ 50.45

SCA Labor Categories	Price: 8/17/11 – 8/16/12
Boiler Plant Operator	\$ 46.72
Boiler Plant Operator II	\$ 50.94
Copier Management Clerk I	\$ 32.24
Copier Management Clerk II	\$ 39.44
Dispatcher	\$ 33.87
Dispatcher II	\$ 37.40
Dispatcher III	\$ 39.44
Drafter III	\$ 38.52
Drafter IV	\$ 48.14
Electrician Maintenance	\$ 47.54
Electrician Maintenance II	\$ 61.34
Electronics Technician, Maintenance II	\$ 46.14
Electronics Technician, Maintenance III	\$ 50.25
Electronics Technician, Maintenance IV	\$ 56.83
Engineering Technician II	\$ 39.47
Engineering Technician III	\$ 47.44
Engineering Technician IV	\$ 54.43
Engineering Technician V	\$ 66.54
Engineering Technician VI	\$ 80.53
Executive Driver	\$ 35.51
Forklift Operator I	\$ 28.79
Forklift Operator II	\$ 32.40
Forklift Operator III	\$ 36.43
Furniture Repair, Minor	\$ 33.70
General Clerk II	\$ 28.88
General Clerk III	\$ 32.24
General Clerk IV	\$ 39.44
General Maintenance Worker	\$ 36.37
Heating, Refrigeration and AC Mechanic	\$ 40.52
Inventory Clerk	\$ 32.24
Locksmith	\$ 39.88
Maintenance Mechanic	\$ 43.17
Maintenance Mechanic, Leader	\$ 49.48
Maintenance Mechanic, Supervisor	\$ 59.30
Maintenance Scheduler	\$ 32.13
Maintenance Trades Helper	\$ 30.60

Material Coordinator	\$ 36.56
Material Expediter	\$ 36.56
Material Handler I	\$ 23.52
Material Handling II	\$ 26.47
Material Handling III	\$ 29.77
Motor Vehicle Operator	\$ 27.36
Motor Vehicle Operator III	\$ 37.53
Motor Vehicle Operator, Lead	\$ 42.53
Order Filler	\$ 30.00
Pipe Fitter	\$ 44.08
Plumber	\$ 59.30
Plumber, Maintenance	\$ 41.79
Printing Management Clerk II	\$ 28.88
Printing Management Clerk III	\$ 32.24
Secretary I	\$ 31.84
Secretary II	\$ 34.86
Secretary III	\$ 39.08
Secretary IV	\$ 44.44
Service Order Dispatcher	\$ 32.50
Shipping & Receiving I	\$ 29.71
Shipping and Receiving Clerk	\$ 27.55
Shipping and Receiving Clerk II	\$ 33.45
Shuttle Bus Driver	\$ 27.23
Stock Clerk	\$ 27.46
Supply Clerk	\$ 33.52
Supply Technician	\$ 44.44
Travel Clerk III	\$ 28.13
Travel Clerk IV	\$ 32.53
Truck Driver, Heavy Truck	\$ 39.77
Truck Driver, Light Truck	\$ 26.75
Truck Driver, Medium Truck	\$ 33.99
Truck Driver, Tractor Trailer	\$ 39.77
Utility Repair Operator	\$ 45.39
Utility Repair Operator II	\$ 48.27
Utility Repair Operator Leader	\$ 50.45
Warehouse Specialist I	\$ 29.63
Warehouse Specialist II	\$ 33.33

SCA MATRIX

SCA Eligible Labor Categories	SCA Equivalent Code- Title	WD Number
Boiler Plant Operator	25010- Boiler Tender	05-2103
Boiler Plant Operator II	25010- Boiler Tender	05-2103
Copier Management Clerk I	01090- Duplicating Machine Operator	05-2103
Copier Management Clerk II	01112- General Clerk II	05-2103
Dispatcher	01060- Dispatcher, Motor Vehicle	05-2103
Dispatcher II	01060- Dispatcher, Motor Vehicle	05-2103
Dispatcher III	01060- Dispatcher, Motor Vehicle	05-2103
Drafter III	30063- Drafter/CAD Operator III	05-2103
Drafter IV	30064- Drafter/CAD Operator IV	05-2103
Electrician Maintenance	23160- Electrician Maintenance	05-2103
Electrician Maintenance II	23160- Electrician Maintenance	05-2103
Electronics Technician, Maintenance II	23182- Electronics Technician Maintenance II	05-2103
Electronics Technician Maintenance III	23183- Electronics Technician Maintenance III	05-2103
Electronics Technician Maintenance IV	23183- Electronics Technician Maintenance III	05-2103
Engineering Technician II	30082- Engineering Technician II	05-2103
Engineering Technician III	30083- Engineering Technician III	05-2103
Engineering Technician IV	30084- Engineering Technician IV	05-2103
Engineering Technician V	30085- Engineering Technician V	05-2103
Engineering Technician VI	30086- Engineering Technician VI	05-2103
Executive Driver	31310- Taxi Driver	05-2103
Forklift Operator I	21020- Forklift Operator	05-2103
Forklift Operator II	21020- Forklift Operator	05-2103
Forklift Operator III	21020- Forklift Operator	05-2103
Furniture Repairer, Minor	09110- Forklift Repairer, Minor	05-2103
General Clerk II	01112- General Clerk II	05-2103
General Clerk III	01113- General Clerk III	05-2103
General Clerk IV	01113- General Clerk III	05-2103
General Maintenance Worker	23370- General Maintenance Worker	05-2103
Heating, Refrig & AC Mechanic	23410- Ventilation and Air-Conditioning Mechanic	05-2103
Inventory Clerk	01112- General Clerk II	05-2103
Locksmith	23510- Locksmith	05-2103
Maintenance Mechanic	23530- Machinery Maintenance Mechanic	05-2103
Maintenance Mechanic, Leader	23530- Machinery Maintenance Mechanic	05-2103
Maintenance Mechanic, Supervisor	23530- Machinery Maintenance Mechanic	05-2103
Maintenance Scheduler	01300- Scheduler, Maintenance	05-2103

Maintenance Trades Helper	23580- Maintenance Trades Helper	05-2103
Material Coordinator	21030- Material Coordinator	05-2103
Material Expediter	21040- Material Expediter	05-2103
Material Handler I	21050- Material Handling Laborer	05-2103
Material Handling II	21050- Material Handling Laborer	05-2103
Material Handling III	21050- Material Handling Laborer	05-2103
Motor Vehicle Operator	31043- Driver Courier	05-2103
Motor Vehicle Operator III	31290- Shuttle Bus Driver	05-2103
Motor Vehicle Operator, Lead	31290- Shuttle Bus Driver	05-2103
Order Filler	01191- Order Clerk I	05-2103
Pipefitter	23790- Pipefitter, Maintenance	05-2103
Plumber	23810- Plumber, Maintenance	05-2103
Plumber, Maintenance	23810- Plumber, Maintenance	05-2103
Printing Management Clerk II	01112- General Clerk II	05-2103
Printing Management Clerk III	01113- General Clerk III	05-2103
Secretary I	01311- Secretary I	05-2103
Secretary II	01312- Secretary II	05-2103
Secretary III	01313- Secretary III	05-2103
Secretary IV	01313- Secretary III	05-2103
Service Order Dispatcher	01320- Service Order Dispatcher	05-2103
Shipping and Rec I	2110- Shipping Packer	05-2103
Shipping and Receiving Clerk	21130- Shipping and Receiving Clerk	05-2103
Shipping/Receiving Clerk II	21130- Shipping and Receiving Clerk	05-2103
Shuttle Bus Driver	31290- Shuttle Bus Driver	05-2103
Stock Clerk	21150- Stock Clerk	05-2103
Supply Clerk	01112- General Clerk II	05-2103
Supply Technician	01410- Supply Technician	05-2103
Travel Clerk III	01533- Travel Clerk III	05-2103
Travel Clerk IV	01533- Travel Clerk III	05-2103
Truck Driver, Heavy Truck	31363- Truck Driver, Heavy	05-2103
Truck Driver, Light Truck	31361- Truck Driver, Light	05-2103
Truck Driver, Medium Truck	31362- Truck Driver, Medium	05-2103
Truck Driver, Tractor Trailer	31364- Truck Driver, Tractor Trailer	05-2103
Utility Repair Operator	23430- Heavy Equipment Mechanic	05-2103
Utility Repair Operator II	23430- Heavy Equipment Mechanic	05-2103
Utility Repair Operator Leader	23430- Heavy Equipment Mechanic	05-2103
Warehouse Spec I	21410- Warehouse Specialist	05-2103
Warehouse Specialist II	21410- Warehouse Specialist	05-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The Prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.



LOGISTICS APPLICATIONS INC.

Labor Category Descriptions GS-10F-0345T

Non SCA Labor Categories

Architect I

Performs design computations, compiles data, and elementary architectural assignments. Also responsible for preparing estimates and architectural plans as requested. May inspect structures in the field. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Education: Requires a bachelor's degree

Experience: 0 to 1 years

Architect II

Writes specifications as assigned, coordinates with manufacturers, and inspects raw materials. Performs design computations, compiles data, and elementary architectural assignments. Also responsible for preparing estimates and architectural plans as requested. May inspect structures in the field. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Education: Requires a bachelor's degree

Experience: 1 to 2 years

Architect III

Responsible for work on minor projects. Selects, evaluates, and implements procedures and techniques used on projects. Submits reports and specifications as requested. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Education: Requires a bachelor's degree

Experience: 2 to 3 years

Asst Program Manager I

Assists Program Manager in the oversight of day-to-day operations of the employees. Support responsibilities include training and development, estimating personnel requirements, assigning work, completing deadlines, interpreting and ensuring consistent application of organizational policies. Knows fundamental concepts, practices, and procedures related to the overall operation. Requires 1 - 2 years of similar experience.

Education: Requires a high school diploma or its equivalent

Experience: 6 years

Asst Program Manager II

Assists Program Manager in the oversight of day-to-day operations of the employees. Support responsibilities include training and development, estimating personnel requirements, assigning work, completing deadlines, interpreting and ensuring consistent application of organizational policies. Knows fundamental concepts, practices, and procedures related to the overall operation. Applies knowledge of specialized concepts, practices, and procedures. Requires 3 - 5 years of similar experience.

Education: Requires Associates' degree

Experience: 6 years

Asst Program Manager III

Assists Program Manager in the oversight of day-to-day operations of the employees. Support responsibilities include training and development, estimating personnel requirements, assigning work, completing deadlines, interpreting and ensuring consistent application of organizational policies. Knows fundamental concepts, practices, and procedures related to the overall operation. Possesses and applies broad range of specialized knowledge. Requires 6 - 8 years of similar experience.

Education: Requires a bachelor's degree

Experience: 8 years

Asst Program Manager IV

Assists Program Manager in the oversight of day-to-day operations of the employees. Support responsibilities include training and development, estimating personnel requirements, assigning work, completing deadlines, interpreting and ensuring consistent application of organizational policies. Knows fundamental concepts, practices, and procedures related to the overall operation. Possesses and applies comprehensive range of specialized knowledge. Requires more than 8 years of similar experience.

Education: Requires a bachelor's degree

Experience: 8 to 10 years

Building Specialist Inspector, II

Extensive knowledge of the methods and practices involved in building design and construction with a special emphasis on fire and life safety; extensive knowledge of inspection methods and procedures; considerable knowledge of federal, state, and local building codes and regulations; ability to utilize a knowledge of structural, mechanical, plumbing, and/or electrical systems, as it relates to residential and commercial construction activity; ability to apply various building codes and regulations; ability to read complex blueprints, schematics, and plans; ability to effectively explain code violations to contractors, builders, and property owners; ability to provide lead direction and guidance to other inspectors; ability to operate computers and other equipment sufficiently to perform the duties of the position; ability to complete timely, accurate, and understandable reports, letters, and other correspondence; ability to conduct inspections safely at sites that are in various stages of construction.

Education: Requires a high school diploma or its equivalent

Experience: 6 to 8 years

Building Specialist Inspector

Knowledge of the methods and practices involved in building design and construction, with a special emphasis on structural and fire and life safety systems; knowledge of building inspection methods and procedures; knowledge of the state and local Building Code; ability to enter and retrieve data using PCs and a mini-computer; ability to write understandable, accurate reports; ability to communicate effectively in oral and written formats; ability to work harmoniously with co-workers, other agencies, contractors, homeowners, and the general public; ability to travel as required.

Education: Requires a high school diploma or its equivalent

Experience: 4 to 6 years

Computer Operator II

Processes scheduled routines, which present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems that do not respond to preplanned procedure. May serve as an assistant operator, working under general supervision.

Education: Requires a high school diploma or its equivalent

Experience: 3 to 4 years

Computer Operator III

Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, 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, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems, which do not respond to corrective procedures.

Education: Requires a high school diploma or its equivalent

Experience: 2 years

Copier Manager

Manages photocopy operation to complete assignments ranging from producing single color forms, reading material and other documents to those requiring the merge of covers, text, indices and related items in single or multi-color. May perform all phases of equipment set-up, operation and routine maintenance of machine and its supplies. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Education: Requires a high school diploma or its equivalent

Experience: 6 years

Copier Management Supervisor

Supervises staff and operates photocopy machines to complete assignments ranging from producing single color forms, reading material and other documents to those requiring the merge of covers, text, indices and related items in single or multi-color. May perform all phases of equipment set-up, operation and routine maintenance of machine and its supplies. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Requires exercising independent judgment.

Education: Requires a high school diploma or its equivalent

Experience: 4 to 6 years

Custodial Work Inspector

Inspects and conducts plan reviews of residential/commercial construction and ensures the enforcement of property maintenance. May be expected to prepare written zoning, building, and mechanical plan reviews. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals.

Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager.

Education: Requires a high school diploma or its equivalent

Experience: 2 to 4 years

Customer Service Center Manager. Cleared

Leads customer service response center. Experienced in handling complex and confidential situations. Works with senior project management to recognize and report problems, implement solutions and offer process improvement recommendations. Holds agency security clearance.

Education: Requires a bachelor's degree

Experience: 10 years

Customer Service Expert

Supervises and helps manage the daily activities of operating systems. Optimizes systems operation and resources utilization, and performs systems capacity analyses and planning. Responds and provides expert assistance to users.

Education: Requires a bachelor's degree or professional certification

Experience: 5 years

Elevator Inspector

Inspects, adjusts, and maintains installed freight and passenger elevators and escalators to meet specifications and safety codes. May recommend repairs. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager.

Education: Requires a high school diploma or its equivalent; may require an advanced degree

Experience: 2 to 4 years

Elevator Repair

Installs, troubleshoots, repairs, and maintains freight and passenger elevators and escalators. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks.

Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager.

Education: Requires a high school diploma or its equivalent; may require an advanced degree

Experience: 2 to 4 years

Facilities Delivery Lead, Cleared

Responsible for managing the maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, or electrical servicing to the organization's facilities. Familiar with standard concepts, practices, and procedures within a particular discipline. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head. Holds top agency security clearance.

Education: Requires a bachelor's degree or professional certification

Experience: 10 years

Facilities Inspector

Performs simple, routine tasks under close supervision or from detailed procedures. Work is checked in progress and on completion. Performs a variety of such typical duties as: Data compilation - compiles engineering data from tests, drawings, specifications or field notes; performs arithmetic computations by substituting values in specified formulas; plots data and draws simple curves and graphs. Testing - conducts simple or repetitive tests on soils, concrete and aggregates; e.g. sieve analysis, slump tests and moisture content determination. Surveying - performs routine and established functions such as holding range poles or rods where special procedures are required or directing the placement of surveyor's chain or tape and selecting measurement points. Construction inspection - makes simple measurements and observations; may make preliminary recommendations concerning the acceptance of materials or workmanship in clear-cut situations.

Education: Requires a high school diploma or its equivalent

Experience: 6 to 8 years

Facilities Inspector II

Performs standard or prescribed assignments involving a sequence of related operations. Follows standard work methods and receives detailed instructions on unfamiliar assignments. Technical adequacy of routine work is assessed upon completion; nonroutine work is reviewed in progress. Performs a variety of such typical duties as: Data compilation and analysis - compiles and examines a variety of data required by engineers for project planning (e.g., hydrologic and sedimentation data; earthwork quantities), applying simple algebraic or geometric formulas. Testing - conducts a variety of standard tests on soils, concrete and aggregates, e.g., determines the liquid and plastic limits of soils or the flexural and compressive strength, air content and elasticity of concrete. Examines test results and explains unusual findings. Surveying - applies specialized knowledge, skills or judgment to a varied and complex sequence of standard operations, e.g., surveys small land areas using rod, tape and hand level to estimate volume to be excavated; or records data requiring numerous calculations. Construction inspection - Applies a variety of techniques in inspecting less complex projects, e.g., the quality, quantity, and placement of gravel for road construction; excavations; and concrete footings for structures. Determines compliance with plans and specifications.

Education: Requires a high school diploma or its equivalent

Experience: 8 to 10 years

Facilities Manager

Responsible for managing the maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, or electrical servicing to the organization's facilities. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.

Education: Requires a bachelor's degree

Experience: 10 years

Facilities Manager Assistant

Responsible for managing the maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, or electrical servicing to the organization's facilities. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.

Education: Requires a bachelor's degree

Experience: 7 to 10 years

Facilities Supervisor

Supervises and coordinates the work of employees who repair and maintain buildings/facilities. Prepares work schedules, assigns work, and oversees the work product. May be involved in new construction or modification of existing properties. Familiar with a variety of the field's concepts, practices, and procedures. May be required to meet certain certifications in field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A certain degree of creativity and latitude is required. Typically reports to a manager.

Education: Requires a high school diploma or its equivalent

Experience: 4 years

General Engineer

Inspects initial construction and additional repairs to ensure adherence to contract specifications, building ordinances, and zoning laws. May be assigned to residential or commercial structures. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Education: Requires a high school diploma or its equivalent

Experience: 2 to 4 years

General Engineer, Lead

Inspects initial construction and additional repairs to ensure adherence to contract specifications, building ordinances, and zoning laws. May be assigned to residential or commercial structures. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Education: Requires a high school diploma or its equivalent; may require an advanced degree

Experience: 4 to 6 years

Help Desk Manager

Manages customer assistance center. Provides ongoing training. Collects data on customer requests, actions taken in response and status of resolution/satisfaction. Implements continuous process improvement based on analysis of customer requests. Education: Requires a bachelor's degree or professional certification
Experience: 3 years

Motor Vehicle Supervisor

Supervises the motor vehicle staff. Process reports and respond to problems as needed. Education: Requires a high school diploma or its equivalent
Experience: 3 to 5 years

Operation & Maintenance Inspector I

Inspects the operation and maintenance of the building. Must have experience working in facilities maintenance. Will report to Facility Manager and process reports reflecting findings. Must have low to mid level experience. Education: Requires a high school diploma or its equivalent; may require an advanced degree
Experience: 1 to 5 years

Operation & Maintenance Inspector II

Inspects the operation and maintenance of the building. Must have experience working in facilities maintenance. Will report to Facility Manager and process reports reflecting findings. Must have mid to high level of experience. Education: Requires a high school diploma or its equivalent; may require an advanced degree
Experience: 3 to 8 years

Operation & Maintenance Inspector III

Inspects the operation and maintenance of the building. Must have experience working in facilities maintenance. Will report to Facility Manager and process reports reflecting findings. Must have extensive experience in this field. Education: Requires a high school diploma or its equivalent; may require an advanced degree
Experience: 5 to 10 years

Printing Management Lead

Operates cylinder or automatic platen press to print job orders. Reads proof for errors and clarity of impression, and corrects imperfections. Assignments may range from producing single color forms, reading material and other documents to those requiring the merge of covers, text, indices and related items in single or multi-color. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Education: Requires a high school diploma or its equivalent
Experience: 2 to 4 years

Printing Management Supervisor

Operates cylinder or automatic platen press to print job orders. Reads proof for errors and clarity of impression, and corrects imperfections. Assignments may range from producing single color forms, reading material and other documents to those requiring the merge of covers, text, indices and related items in single or multi-color. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.

Education: Requires a high school diploma or its equivalent

Experience: 2 to 4 years

Project Manager

Directs and oversees an organization's operational policies, objectives, and initiatives. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Education: Requires a bachelor's degree

Experience: 10 years

Project Manager, Assistant

Assists the Project Manager with overall direction and oversees an organization's operational policies, objectives, and initiatives. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Education: May require a bachelor's degree

Experience: 6 years

Program Manager I

Plans, develops, and administers record management policies designed to facilitate effective and efficient handling of records and other information. Plans development and implementation of records management policies intended to standardize filing, protecting, and retrieving records, reports, and other media. Coordinates and directs activities of departments involved with records management analysis, reports analysis, and supporting technical services. Coordinates and oversees the day-to-day operations of the employees. Responsible for training and development, estimating personnel requirements, assigning work, completing deadlines, interpreting and ensuring consistent application of organizational policies. Requires 1 - 3 years of similar experience, and 4 or more years of direct experience.

Education: Requires a high school diploma or its equivalent

Experience: 3 years

Program Manager II

Plans, develops, and administers record management policies designed to facilitate effective and efficient handling of records and other information. Plans development and implementation of records management policies intended to standardize filing, protecting, and retrieving records, reports, and other media. Coordinates and directs activities of departments involved with records management analysis, reports analysis, and supporting technical services. Coordinates and oversees the day-to-day operations of the employees. Responsible for training and development, estimating personnel requirements, assigning work, completing deadlines, interpreting and ensuring consistent application of organizational policies. Requires 3 - 5 years of similar experience, and 6-8 years of direct experience.

Education: Requires a bachelor's degree

Experience: 6 to 8 years

Program Manager III

Plans, develops, and administers record management policies designed to facilitate effective and efficient handling of records and other information. Plans development and implementation of records management policies intended to standardize filing, protecting, and retrieving records, reports, and other media. Coordinates and directs activities of departments involved with records management analysis, reports analysis, and supporting technical services. Coordinates and oversees the day-to-day operations of the employees. Responsible for training and development, estimating personnel requirements, assigning work, completing deadlines, interpreting and ensuring consistent application of organizational policies. Requires 6 - 8 years of similar experience, and 9 - 11 years of direct experience.

Education: Requires a bachelor's degree

Experience: 9 to 11 years

Program Manager IV

Plans, develops, and administers record management policies designed to facilitate effective and efficient handling of records and other information. Plans development and implementation of records management policies intended to standardize filing, protecting, and retrieving records, reports, and other media. Coordinates and directs activities of departments involved with records management analysis, reports analysis, and supporting technical services. Coordinates and oversees the day-to-day operations of the employees. Responsible for training and development, estimating personnel requirements, assigning work, completing deadlines, interpreting and ensuring consistent application of organizational policies. Requires more than 8 years of similar experience, and 12 or more years of direct experience.

Education: Requires a bachelor's degree

Experience: 8 to 12 years

Program Manager, Senior and Cleared

Manages complex projects, with expertise in technical disciplines, such as facilities management theory and property management systems. Works in conjunction with senior client executives as a management consultant. Leads project teams, and provides technical guidance to clients.

Reviews and provides inputs to prepared performance reports, interviews, surveys, and analysis. Prepares and delivers final reports and client presentations. Holds top government agency security clearance.

Education: Requires a bachelor's degree

Experience: 15 years

Program Manager, Senior and Cleared / Subject Matter Expert

Manages complex projects, with expertise in a specific technical discipline, such as facilities management theory and property management systems. Works in conjunction with senior client executives as a management consultant. Leads project teams, and provides technical guidance to clients. Reviews and provides inputs to prepared performance reports, interviews, surveys, and analysis. Prepares and delivers final reports and client presentations. Holds top government agency security clearance.

Education: Requires a bachelor's degree

Experience: 20 years

Property Manager I

Leads the property management team. Must be a certified property manager with 4 years of experience.

Education: Requires a high school diploma or its equivalent

Experience: 4 years

Property Manager II

Leads the property management team. Must be a certified property manager with 6 years of experience.

Education: Requires a bachelor's degree

Experience: 6 years

Property Manager III

Leads the property management team. Must be a certified property manager with 10 years of experience.

Education: Requires a bachelor's degree

Experience: 10 years

Property Manager IV

Leads the property management team. Must be a certified property manager with 10 years of experience.

Education: Requires a bachelor's degree

Experience: 10 years

Quality Assurance I

Shall establish and maintain an internal quality control program, develop team planning and scheduling, and track QA feedback. Must be thoroughly familiar with current methods and techniques used to measure the quality of performance. Investigates and analyzes adverse quality trends or conditions and initiates corrective action. May have supervisory experience. Must have a minimum of 5 years working in the same or similar position.

Education: Requires a high school diploma or its equivalent

Experience: 5 years

Quality Assurance II

Shall establish and maintain an internal quality control program, develop team planning and scheduling, and track QA feedback. Must be thoroughly familiar with current methods and techniques used to measure the quality of performance. Investigates and analyzes adverse quality trends or conditions and initiates corrective action. Provides advice, counsel, and/or instruction to staff members. Must have supervisory experience for more than 10+ personnel. Must have a minimum of 10 years working in the same or similar position.

Education: Requires a high school diploma or its equivalent

Experience: 8 to 10 years

Quality Assurance III

Shall establish and maintain an internal quality control program, develop team planning and scheduling, and track QA feedback. Must be thoroughly familiar with current methods and techniques used to measure the quality of performance. Investigates and analyzes adverse quality trends or conditions and initiates corrective action. Provides advice, counsel, and/or instruction to staff members. Must have supervisory experience for more than 25+ personnel. Must have a minimum of 15 years working in the same or similar position.

Education: Requires a bachelor's degree

Experience: 13 to 15 years

Quality Assurance IV

Shall establish and maintain an internal quality control program, develop team planning and scheduling, and track QA feedback. Must be thoroughly familiar with current methods and techniques used to measure the quality of performance. Investigates and analyzes adverse quality trends or conditions and initiates corrective action. Provides advice, counsel, and/or instruction to staff members. Must have supervisory experience for more than 50+ personnel. Must have a minimum of 20 years working in the same or similar position.

Education: Requires a bachelor's degree

Experience: 16 to 20 years

Space Management Specialist III

Prepares complete sets of complex drawings which include multiple views, detail drawings, and assembly drawings. Drawings include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. Works from sketches, models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. Selects required information from precedents, manufacturers' catalogs, and technical guides. Independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include: from layouts or sketches, prepares complete sets of drawings of test equipment to be manufactured - several cross-sectional and subassembly drawings are required; from information supplied by the design originator and from technical handbooks and manuals, describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment; from electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawings of printed circuit boards; from precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes, and berms; prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical

details as required. Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; notifies supervisor of conflicting details in design.

Education: Requires a high school diploma or its equivalent

Experience: 6 to 8 years

Space Management Specialist IV

Works closely with design originators, preparing drawings of unusual, complex, or original designs which require a high degree of precision. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawings produced. Exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, may occasionally interpret general designs prepared by others to complete minor details. May provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

Education: Requires a bachelor's degree

Experience: 8 to 10 years

Space Management Specialist V

Provides leader responsibilities to the Space Management Team. Works closely with design originators, preparing drawings of unusual, complex, or original designs which require a high degree of precision. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawings produced. Exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, may occasionally interpret general designs prepared by others to complete minor details. Provides advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

Education: Requires a bachelor's degree

Experience: 8 to 10 years

Space Management Supervisor

Supervises the Space Management Team. Works closely with design originators, preparing drawings of unusual, complex, or original designs which require a high degree of precision. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawings produced. Exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, may occasionally interpret general designs prepared by others to complete minor details. Provides advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

Education: Requires a bachelor's degree

Experience: 8 to 10 years

Travel Management Supervisor

Supervises the travel management team. Ensuring that customers with all travel arrangements including airfare, transportation and accommodations. Reports to Travel Management Manager.

Education: Requires a high school diploma or its equivalent

Experience: 5 to 8 years

Travel Manager

Develops and maintains transportation and distribution procedures to maximize delivery efficiency. Selects appropriate delivery methods to minimize delivery costs and maximize customer satisfaction. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Manages a staff of personnel and typically reports to a senior manager.

Education: Requires a high school diploma or its equivalent; may require a bachelor's degree

Experience: 5 to 8 years



LOGISTICS APPLICATIONS INC.

SCA Labor Categories

(see the Department of Labor Service Contract Act Directory of Occupations (4th Edition), available at <http://www.dol.gov/esa/regs/compliance/whd/wage/main.htm>)

Boiler Plant Operator

Operates automatically fired boilers to generate steam that supplies heat or power for buildings or industrial processes: Lights gas- or oil-fed burners, using torch. Starts pulverizer and stoker to grind and feed coal into furnace of boiler. Observes pressure, temperature, and draft meters on panel to verify specified operation of automatic combustion control systems, feed water regulators, stoker, pulverizer, and burners. Turns valves and adjusts controls to set specified fuel feed, draft openings, water level, and steam pressure of boiler. Observes boiler and auxiliary units to detect malfunctions and makes repairs, such as changing burners and tightening pipes and fittings. May test and treat boiler feed water, using specified chemicals. May maintain log of meter and gauge readings and record data, such as water test results and quantity of fuel consumed. May be designated according to fuel burned, type of boilers, or class of license required.

Education: Requires a high school diploma or its equivalent

Experience: 8 years

Boiler Plant Operator II

Leader of the boiler plant operators. Operates automatically fired boilers to generate steam that supplies heat or power for buildings or industrial processes: Lights gas- or oil-fed burners, using torch. Starts pulverizer and stoker to grind and feed coal into furnace of boiler. Observes pressure, temperature, and draft meters on panel to verify specified operation of automatic combustion control systems, feed water regulators, stoker, pulverizer, and burners. Turns valves and adjusts controls to set specified fuel feed, draft openings, water level, and steam pressure of boiler. Observes boiler and auxiliary units to detect malfunctions and make repairs, such as changing burners and tightening pipes and fittings. May test and treat boiler feed water, using specified chemicals. May maintain log of meter and gauge readings and record data, such as water test results and quantity of fuel consumed. May be designated according to fuel burned, type of boilers, or class of license required.

Education: Requires a high school diploma or its equivalent

Experience: 10 to 12 years

Copier Management Clerk I

Operates a photocopier machine to complete assignments ranging from producing single color forms, reading material and other documents to those requiring the merge of covers, text, indices and related items in single or multi-color. May perform all phases of equipment set-up, operation and routine maintenance of machine and its supplies. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Education: Must be 10th Grade graduate

Experience: 0 to 2 years

Copier Management Clerk II

Operates a photocopier machine to complete assignments ranging from producing single color forms, reading material and other documents to those requiring the merge of covers, text, indices and related items in single or multi-color. May perform all phases of equipment set-up, operation and routine maintenance of machine and its supplies. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Education: Must be 10th Grade graduate

Experience: 2 to 4 years

Dispatcher

Assigns drivers and vehicles to convey freight or passengers. Coordinates drivers according to customer requests in compliance with DOT regulations and company rules; communicates with customers to determine driver needs and schedules and notifies drivers of assignments; enters assignment data in computer database. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Education: Requires a high school diploma or its equivalent

Experience: 2 to 4 years

Dispatcher II

Assigns drivers and vehicles to convey freight or passengers. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Education: Requires a high school diploma or its equivalent

Experience: 4 years

Dispatcher III

Supervises and ensures responsibilities are met of the drivers. To include destination and maintenance of the vehicles. Assigns drivers and vehicles to convey freight or passengers. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Education: Requires a high school diploma or its equivalent

Experience: 4 years

Drafter III

Prepares complete sets of complex drawings which include multiple views, detail drawings, and assembly drawings. Drawings include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. Works from sketches, models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. Selects required information from precedents, manufacturers' catalogs, and technical guides. Independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include:

- * From layouts or sketches, prepares complete sets of drawings of test equipment to be manufactured. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment.

- * From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards.

- * From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms; prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required.

- * Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design.

- * Excludes drafter performing work of similar difficulty to that described at this level but who provide support for a variety of organizations which have widely differing functions or requirements.

Education: Requires a high school diploma or its equivalent; may require an advanced degree

Experience: 6 to 8 years

Drafter IV

Works closely with design originators, preparing drawings of unusual, complex, or original designs which require a high degree of precision. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced. Exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, may occasionally interpret general designs prepared by others to complete minor details. May provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

Education: Requires a high school diploma or its equivalent; may require an advanced degree

Experience: 8 to 10 years

Electrician Maintenance

Inspects, repairs, installs, modifies, and maintains electrical/electronic systems, circuits and equipment. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor/manager.

Education: Requires a high school diploma or its equivalent

Experience: 4 to 8 years

Electrician Maintenance II

Inspects, repairs, installs, modifies, and maintains electrical/electronic systems, circuits and equipment. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager.

Education: Requires a high school diploma or its equivalent; may require an advanced degree

Experience: 4 to 8 years

Electronics Technician, Maintenance II

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

Education: Requires a high school diploma or its equivalent

Experience: 6 to 8 years

Electronics Technician, Maintenance III

Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments. Receives technical guidance, as required, from supervisor or higher level technician, and work is reviewed for compliance with accepted practices. May provide technical guidance to lower level technicians.

Education: Requires a high school diploma or its equivalent

Experience: 8 years

Electronics Technician, Maintenance IV

Applies advanced technical knowledge to solve unusually 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 a detailed understanding of the interrelationships of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow. Uses 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. May provide technical guidance to lower level technicians.

Education: Requires a high school diploma or its equivalent

Experience: 8 years

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. May become familiar with the operation and design of equipment and with maintenance procedures and standards. Technical adequacy of routine work is reviewed on completion; non-routine work may also be reviewed in progress. 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; may service or repair simple instruments or equipment; Conducts a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors. Extracts engineering data from various prescribed but non-standardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.

Education: Requires a high school diploma or its equivalent

Experience: 8 years

Engineering Technician III

Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using precedents that are not fully applicable. Receives initial instruction, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Performs at this level one or a combination of such typical duties as: Constructs components, subunits, or simple models and adapts standard equipment. May troubleshoot and correct malfunctions requiring simple solutions. Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. Conducts various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data. Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation. Assists in design modification by compiling data related to designs, specifications, and materials which are pertinent to specific items of equipment or component parts. Develops information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seeks sources to clarify information.

Education: Requires a high school diploma or its equivalent

Experience: 8 years

Engineering Technician IV

Performs non-routine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Performs at this level one or a combination of such typical duties as: Develops or reviews designs by extracting and analyzing a variety of engineering data. Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings, and parts lists. Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts. Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports. Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and reports findings.

Education: Requires a high school diploma or its equivalent

Experience: 8 years

Engineering Technician V

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. May train and be assisted by lower level technicians. Performs at this level one or a combination of such typical duties as: 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 which 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.

Education: Requires a high school diploma or its equivalent

Experience: 8 years

Engineering Technician VI

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. May supervise or train and be assisted by lower level technicians. Performs, at this level, one or a combination of such typical duties as: 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.

Education: Requires a high school diploma or its equivalent

Experience: 8 years

Executive Driver

Transports top executives, personnel, and visitors in company vehicle. Prepares, receives and provides appropriate documentation for the delivery or pick up of passengers to ensure timely and accurate transportation. May be responsible for planning itineraries and accompanying personnel on extended trips. Relies on instructions and pre-established guidelines to perform the functions of the job. Must be licensed to operate a vehicle. Licensing requirements depend on the state.

Must have a satisfactory driving record.

Education: Must be 10th Grade graduate

Experience: 4 to 5 years

Forklift Operator I

Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

Education: Must be 10th Grade graduate

Experience: 1 to 2 years

Forklift Operator II

Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment. May monitor and/or train new forklift operators in the workplace.

Education: Must be 10th Grade graduate

Experience: 2 to 3 years

Forklift Operator III

Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment. Lead Forklift Operator. Monitors the performance of other operators' efforts.

Assists with training of new workers.

Education: Must be 10th Grade graduate

Experience: 3 to 5 years

Furniture Repairer, Minor

Repairs, modifies, and maintains desks, chairs, file cabinets, tables and other furniture items. Moves, transports, and sets up furniture. Operates forklift and a variety of shop equipment, such as welder, sander, drill press, saws, shears, pipe bender, metal shears, and other power and hand tools. Prepares surfaces and applies finishes and paints. Maintains records of time and materials. Drives to and from various district sites to pick up and deliver furniture and furnishings.

Education: Must be 10th Grade graduate

Experience: 1 to 2 years

General Clerk II

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

Education: Must be 10th Grade graduate

Experience: 0 to 2 years

General Clerk III

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

Education: Requires a high school diploma or its equivalent

Experience: 3 to 5 years

General Clerk IV

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

Education: Requires a high school diploma or its equivalent

Experience: 3 to 5 years

General Maintenance Worker

Performs maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, or vehicle servicing. Is knowledgeable in the procedures and safety measures in area(s) of specialty. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Education: Must be 10th Grade graduate

Experience: 2 to 4 years

Heating, Refrigeration & AC Mechanic

Performs maintenance and service repairs on heating, ventilating, and air conditioning systems. Installs new units or replacement parts for existing units according to specifications and established safety guidelines. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Education: Requires a high school diploma or its equivalent

Experience: 2 to 5 years

Inventory Clerk

Records and maintains control of all inventory items purchased and produced. Ensures compliance with established internal control procedures. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager.

Education: Must be 10th Grade graduate

Experience: 2 to 5 years

Locksmith

Installs, repairs, rebuilds, maintains, and services mechanical or electrical locking devices. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager.

Education: Requires a high school diploma or its equivalent

Experience: 2 to 4 years

Maintenance Mechanic

Diagnoses and repairs or replaces faulty electronic components, such as printed circuit boards using electronic test equipment and hand tools. Replaces electric motor bearings and rewires motors. May push buttons and press keys on robot controller, teach pendant, and programmable controller to program automated machinery, such as robots, to operate automated machinery, to test for malfunctions, and to verify repairs. May plan layout of wiring and install wiring, conduit, and electrical apparatus in buildings.

Education: Requires a high school diploma or its equivalent

Experience: 2 to 4 years

Maintenance Mechanic, Leader

Leads work of maintenance mechanics. Replaces faulty electrical components of machine, such as relays, switches, and motors, and positions sensing devices, using hand tools. Diagnoses and repairs or replaces faulty electronic components, such as printed circuit boards, using electronic test equipment and hand tools. Replaces electric motor bearings and rewires motors. May push buttons and press keys on robot controller, teach pendant, and programmable controller to program automated machinery, such as robots, to operate automated machinery, to test for malfunctions, and to verify repairs. May plan layout of wiring and install wiring, conduit, and electrical apparatus in buildings.

Education: Must be 10th Grade graduate

Experience: 8 years

Maintenance Mechanic, Supervisor

Supervises maintenance mechanics. Replaces faulty electrical components of machine, such as relays, switches, and motors, and positions sensing devices, using hand tools. Diagnoses and repairs or replaces faulty electronic components, such as printed circuit boards, using electronic test equipment and hand tools. Replaces electric motor bearings and rewires motors. May push buttons and press keys on robot controller, teach pendant, and programmable controller to program automated machinery, such as robots, to operate automated machinery, to test for malfunctions, and to verify repairs. May plan layout of wiring and install wiring, conduit, and electrical apparatus in buildings.

Education: Requires a high school diploma or its equivalent

Experience: 8 to 10 years

Maintenance Scheduler

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

Education: Must be 10th Grade graduate

Experience: 4 to 6 years

Maintenance Trades Helper

Performs moderately difficult maintenance and repair work using skills and knowledge of craft trades and some specialized hand or power-tools. Work requires most of the following: Interpreting simple blueprints, manufacturers' manuals, or similar documents; determining methods and materials to be used in completing assignments; making standard shop calculations; prioritizing requests; and responding to emergencies. In addition to the duties described for level 1, work typically includes a variety of the following or equivalent duties: Wiring building accessories such as burglar alarm systems, air conditioners, and hot water heaters; installing basins, lavatories, and pipes; painting in confined or exposed areas; removing, constructing, and repairing walls and floors; and performing standard repairs to equipment and machinery.

Education: Must be 10th Grade graduate

Experience: 2 to 4 years

Material Coordinator

Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges for in-plant transfer of materials to meet production schedules. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panel board. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand. May move or transport material from one department to another, using hand truck or industrial truck. May compile perpetual production records in order to locate material in process of production, using manual or computerized system. May maintain employee records.

Education: Must be 10th Grade graduate

Experience: 3 to 5 years

Material Expediter

Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related records: Reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders. Confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials. Locates and moves materials to specified production areas, using cart or hand truck. Records quantity and type of materials distributed and on hand. May direct power-truck operator or Material Handling Laborer to expedite movement of materials between storage and production areas. May compare work ticket specifications with material at work stations to verify appropriateness of material in use. May prepare worker production records and timecards. May update and maintain inventory records, using computer terminal.

Education: Must be 10th Grade graduate

Experience: 2 to 4 years

Material Handler I

Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

Education: Must be 10th Grade graduate

Experience: 0 to 2 years

Material Handling II

Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow. May monitor and/or train new laborers in the workplace.

Education: Must be 10th Grade graduate

Experience: 2 to 4 years

Material Handling III

Lead Material Handling Laborer. Monitors the performance of other laborers efforts. Assists with training of new workers. Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

Education: Must be 10th Grade graduate

Experience: 2 to 4 years

Motor Vehicle Operator

Transports personnel, and visitors in company vehicle. Prepares, receives and provides appropriate documentation for the delivery or pick up of passengers to ensure timely and accurate transportation. May be responsible for planning itineraries and accompanying personnel on extended trips. Relies on instructions and pre-established guidelines to perform the functions of the job. Must be licensed to operate a vehicle. Licensing requirements depend on the state. Must have a satisfactory driving record.

Education: Must be 10th Grade graduate

Experience: 3 to 5 years

Motor Vehicle Operator III

Transports personnel, and visitors in company vehicle. Prepares, receives and provides appropriate documentation for the delivery or pick up of passengers to ensure timely and accurate transportation. May be responsible for planning itineraries and accompanying personnel on extended trips. Relies on instructions and pre-established guidelines to perform the functions of the job. Must be licensed to operate a vehicle. Licensing requirements depend on the state. Must have a satisfactory driving record.

Education: Must be 10th Grade graduate

Experience: 3 to 5 years

Motor Vehicle Operator, Lead

Will lead the motor vehicle staff. Process reports and perform as a motor vehicle operator.

Education: Requires a high school diploma or its equivalent

Experience: 3 to 5 years

Order Filler

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

Education: Must be 10th Grade graduate

Experience: 0 to 2 years

Pipe Fitter

Installs or repairs water, steam, gas, or other types of pipe and pipe fittings. Work involves most 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 or 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.

Education: Requires a high school diploma or its equivalent

Experience: 4 to 8 years

Plumber

Inspects, repairs, installs, modifies, and maintains plumbing fixtures in heating, water and drainage systems. Identifies electrical, plumbing and safety problems applicable to the installation and takes necessary corrective action. Performs necessary clerical duties with job and is able to read blue prints. May be required to meet certain certifications in plumbing. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Directs and leads the work of others. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager.

Education: Requires a high school diploma or its equivalent

Experience: 5 years

Plumber, Maintenance

Inspects, repairs, installs, modifies, and maintains plumbing fixtures in heating, water and drainage systems. Identifies electrical, plumbing and safety problems applicable to the installation and takes necessary corrective action. Performs necessary clerical duties with job and is able to read blue prints. May be required to meet certain certifications in plumbing. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager.

Education: Requires a high school diploma or its equivalent

Experience: 5 years

Printing Management Clerk II

Operates cylinder or automatic platen press to print job orders. Reads proof for errors and clarity of impression, and corrects imperfections. Assignments may range from producing single color forms, reading material and other documents to those requiring the merge of covers, text, indices and related items in single or multi-color. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Education: Requires a high school diploma or its equivalent

Experience: 2 to 4 years

Printing Management Clerk III

Operates cylinder or automatic platen press to print job orders. Reads proof for errors and clarity of impression, and corrects imperfections. Assignments may range from producing single color forms, reading material and other documents to those requiring the merge of covers, text, indices and related items in single or multi-color. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Education: Requires a high school diploma or its equivalent

Experience: 2 to 4 years

Secretary I

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.

Education: Must be 10th Grade graduate

Experience: 0 to 2 years

Secretary II

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc.; supervisor usually directs staff through intermediate supervisors; and internal procedures and administrative controls are formal. Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals.

Education: Requires a high school diploma or its equivalent

Experience: 2 to 4 years

Secretary III

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office.

Education: Requires a high school diploma or its equivalent

Experience: 2 to 4 years

Secretary IV

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Handles a wide variety of situations and conflicts involving the clerical or administrative functions of the office which often cannot be brought to the attention of the executive. The executive sets the overall objectives of the work. Secretary may participate in developing the work deadlines.

Education: Requires a high school diploma or its equivalent

Experience: 4 to 6 years

Service Order Dispatcher

Responsible for answering phones and responding to customer needs. Will complete service order forms and will dispatch orders to staff in the order received.

Education: Requires a high school diploma or its equivalent

Experience: 2 to 4 years

Shipping & Rec I

Assembles orders and prepares goods for shipment. Records shipment data, including weight, charges, and space availability. Receives and unpacks materials and supplies. Reports damages and discrepancies for accounting, reimbursement and record-keeping purposes. Completes shipping and receiving reports. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Education: Requires a high school diploma or its equivalent

Experience: 1 to 3 years

Shipping & Receiving Clerk

Assembles orders and prepares goods for shipment. Records shipment data, including weight, charges, and space availability. Receives and unpacks materials and supplies. Reports damages and discrepancies for accounting, reimbursement and record-keeping purposes. Completes shipping and receiving reports. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Education: Requires a high school diploma or its equivalent

Experience: 0 to 2 years

Shipping/Receiving Clerk II

Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. May monitor the activities and training of other S/R Clerks.

- Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading.
- Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.

Education: Requires a high school diploma or its equivalent

Experience: 2 to 4 years

Shuttle Bus Driver

Drives minibus or van to transport clients, trainees, or company personnel: Drives vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule. May assist disabled passengers into and out of vehicle. May secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip. May operate radio or similar device to communicate with base station or other vehicles to report disruption of service. May clean and/or service vehicle with fuel, lubricants, and accessories. May keep records of trips and/or behavior of passengers. May perform other duties when not driving, such as custodial and building maintenance tasks.

Education: Must be 10th Grade graduate

Experience: 2 to 4 years

Stock Clerk

Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustments or repairs to articles carried in stock. May cut stock to site to fill order.

Education: Must be 10th Grade graduate

Experience: 0 to 2 years

Supply Clerk

Locates stock and delivers items to their destination upon request. Ensures incoming deliveries are accurate and stocks supply room with new goods. Takes inventory and identifies reorder needs for supervisor approval. Checks order forms, delivery requests, and approval forms to ensure proper documentation, accuracy, and on time deliveries. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Education: Requires a high school diploma or its equivalent

Experience: 2 to 4 years

Supply Technician

Provides supervising responsibilities to property management staff. Schedules and revises shipment plans to ensure efficient distribution of products to satisfy customers. Analyzes inventory levels, production speed and product demand to determine reorder levels which will ensure product availability and minimize inventory costs. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals to perform a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Education: Requires a high school diploma or its equivalent

Experience: 4 to 5 years

Travel Clerk III

Assists customers with all travel arrangements including airfare, transportation and accommodations. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Education: Requires a high school diploma or its equivalent

Experience: 0 to 2 years

Travel Clerk IV

Assists customers with all travel arrangements including airfare, transportation and accommodations. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Education: Requires a high school diploma or its equivalent

Experience: 2 to 4 years

Truck driver, Heavy Truck

Straight truck, over 4 tons, usually 10 wheels. Must be licensed to operate vehicle. Licensing requirements depend on the state. Must have a satisfactory driving record.

Education: Must be 10th Grade graduate

Experience: 2 to 4 years

Truck driver, Light Truck

Straight truck, under 1 1/2 tons, usually 4 wheels. Must be licensed to operate vehicle. Licensing requirements depend on the state. Must have a satisfactory driving record.

Education: Requires a high school diploma or its equivalent

Experience: 1 to 2 years

Truck driver, Medium Truck

Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels. Must be licensed to operate vehicle.

Licensing requirements depend on the state. Must have a satisfactory driving record.

Education: Requires a high school diploma or its equivalent

Experience: 2 to 4 years

Truck driver, Tractor-Trailer

Rated capacity is the gross vehicle weight minus the empty weight of the vehicle. Must be licensed to operate vehicle. Licensing requirements depend on the state. Must have a satisfactory driving record.

Education: Requires a high school diploma or its equivalent

Experience: 3 to 5 years

Utility Repair Operator

Installs, services and repairs electric and/or gas distribution systems. Typically reports to a supervisor or manager. A certain degree of creativity and latitude required.

Education: Requires a technical degree

Experience: 5 years

Utility Repair Operator II

Installs, analyzes, and plans for service repair of electric and/or gas distribution systems.

Maintains relations between the customer and the organization on all engineering matters.

Determines and recommends which products or services best fit the customers' needs. Identifies areas for product improvement or needs for new products and prepares specifications accordingly.

Familiar with standard concepts, practices, and procedures within a particular field.

Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude required.

Education: Requires a bachelor's degree

Experience: 2 to 5 years

Utility Repair Operator Leader

Responsible for supervising work crews involved in construction, maintenance, and repair of electric and/or gas distribution systems. Has full authority and may be considered lower middle management. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Typically reports to a manager or a head of a unit/department.

Education: Requires a bachelor's degree

Experience: 5 years

Warehouse Spec I

As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most 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.

Education: Must be 10th Grade graduate

Experience: 1 to 3 years

Warehouse Specialist II

Performs and directs a variety of warehousing duties which require an understanding of the establishment's storage and operational plan. Work involves most 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. Operates hand and/or power trucks in performing warehousing duties.

Education: Must be 10th Grade graduate

Experience: 3 to 5 years