



2900 BLACK LAKE PLACE
 PHILADELPHIA, PA 19154
 215-698-4400

CONTRACT NO.
GS-21F-0073U

**GENERAL SERVICES ADMINISTRATION
 FEDERAL SUPPLY SERVICE
 AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov.

SCHEDULE TITLE: Complete Facilities Maintenance Services 811-002 (03FAC)
 Complete Facilities Management Services 811-003 (03FAC)
 Refrigeration, Heating, Ventilation and Air Condition
 HVAC Maintenance 811-005 (03FAC)
 Ancillary Repair and Alterations – 003-97 (03FAC)
 Other Direct Costs 800-1002(03FAC)

FSC: Group H, J, M and Z
FSC CLASS: J035
CONTRACT NUMBER: GS-21F-0073U

For more information on order from Federal Supply Schedules
 Go to FSS Schedules at <http://www.fss.gsa.gov>

CONTRACT PERIOD: June 1, 2008 through May 31, 2013
CONTRACTOR: Elliott-Lewis Corporation
 2900 Black Lake Place
 Philadelphia, PA 19154

Telephone: 215-698-4400
 Fax: 215-671-1496
 Website: www.elliottlewis.com

ADMINISTRATOR: Colleen McShane
 215-698-5980
cmcshane@elliottlewis.com

BUSINESS SIZE: Large

CUSTOMER INFORMATION:

1a. Awarded Special Item Number(s):

Special Item Number (SIN)	Description	Pricing
811-002	Complete Facilities Maintenance	See Page 4
811-003	Complete Facilities Management	See Page 4
811-005	HVAC Maintenance	See Page 4
800-1000	Other Direct Costs	See Page 4
003-97	Ancillary Repairs	See Page 4



- 1b. **LOWEST PRICE MODEL NUMBER AND PRICE FOR EACH SIN:**
Not Applicable
- 1c. **DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES WITH EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION ARE PROVIDED BEGINNING ON PAGE 5.**
- 2. **MAXIMUM ORDER:**
\$750,000.00
- 3. **MINIMUM ORDER:**
None
- 4. **GEOGRAPHIC COVERAGE:**
Domestic Delivery Only - 48 contiguous states, Washington, DC; Alaska; Hawaii; Puerto Rico and the U.S. territories.
- 5. **POINT OF PRODUCTION:**
Elliott-Lewis Corporation
2900 Black Lake Place
Philadelphia, PA 19154
- 6. **BASIC DISCOUNT:**
2%
- 7. **QUANTITY DISCOUNT:**
None
- 8. **PROMPT PAYMENT TERMS:**
¼ of 1% NET 15, NET 30
- 9. **GOVERNMENT PURCHASE CARDS ACCEPTED:**
Yes. Excludes prompt payment discounts.
- 10. **FOREIGN ITEMS:**
None
- 11a. **TIME OF DELIVERY:**
30 Days after Receipt of Order
- 11b. **EXPEDITED DELIVERY:**
25 Days after Receipt of Order
- 11c. **OVERNIGHT/2-DAY DELIVERY:**
Not Applicable
- 11d. **URGENT REQUIREMENTS:**
Consult with Contractor
- 12. **F.O.B. POINTS:**
Destination

13. **ORDERING ADDRESS:**
Elliott-Lewis Corporation
2900 Black Lake Place
Philadelphia, PA 19154
14. **PAYMENT ADDRESS:**
Elliott-Lewis Corporation
2900 Black Lake Place
Philadelphia, PA 19154
15. **WARRANTY PROVISION:**
One (1) Year Standard Commercial Warranty
16. **EXPORT PACKING CHARGES:**
Not Applicable
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**
Any thresholds above micro-purchase level
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE AND REPAIR:**
Not Applicable
19. **TERMS AND CONDITIONS OF INSTALLATION:**
Not Applicable
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES:**
Not Applicable
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES:**
Not Applicable
21. **LIST OF SERVICE AND DISTRIBUTION POINTS:**
Not Applicable
22. **LIST OF PARTICIPATING DEALERS:**
Not Applicable
23. **PREVENTIVE MAINTENANCE:**
Not Applicable
24. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS):**
Not Applicable
25. **DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:**
#008937641
26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:**
Elliott-Lewis Corporation is registered in the Central Contractor Registration Database (Cage Code 81135)

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 PHILADELPHIA, PA 19154
 215-698-4400

[#GS-21F-0073U](#)

**GENERAL SERVICES ADMINISTRATION
 FEDERAL SUPPLY SERVICE
 AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

SCHEDULE TITLE:

- Complete Facilities Maintenance Services 811-002 (03FAC)
- Complete Facilities Management Services 811-003 (03FAC)
- Refrigeration, Heating, Ventilation and Air Condition
 HVAC Maintenance 811-005 (03FAC)
- Ancillary Repair and Alterations – 003-97 (03FAC)
- Other Direct Costs 800-1002(03FAC) – 10% Material & Subcontractor

POSITION DESCRIPTION
Administrative Assistant
Assistant Project Manager
BAS Operator
Building Manager
Carpenter
Chief Engineer
Clerk
Construction Project Manager
Data Administrator
Data Entry Operator
Electrician
Electronic Systems Specialist
Building Engineer
General Electrical Maintenance
General Maintenance Worker
General Mechanical Maintenance
HVAC Mechanic
Instrument Control Tech
Laborer
Lead Engineer
Locksmith
Maintenance Mechanic
Maintenance Supervisor
Maintenance Trades Helper
Operations Manager
Painter
Plumber
Project Manager
Quality Control Level I
Receptionist
Shift Supervisor
Store Room Supervisor
Supervisor
Support Supervisor
Utility Mechanic
Work Control Manager

LABOR CATEGORY DESCRIPTIONS

Administrative Assistant:

Coordinates office services such as purchasing, payroll, records control, and other administrative activities for a department/division, center or other organizational unit; interprets operating policies; exercises independent judgment in the resolution of administrative problems.

Assistant Project Manager:

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

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

BAS Operator:

BAS Operator monitors building conditions and operates automated heating, ventilation and air conditioning (HVAC) equipment.

Building Manager:

Functional Responsibility: Assures the optimal functioning of building systems including mechanical, fire/life safety, elevators etc. May manage a staff of employees in the maintenance of buildings and grounds to include custodial and security functions. May manage administrative staff involved in tasks such as mail and distribution, conference / meeting support and coordination, duplicating, space planning, management of telecommunications tasks and administrative support. May oversee contractors for facilities renovation project entailing, HVAC, electrical, production floor arrangement, etc. May control allocation and use of personnel to ensure fulfillment of service schedules in all departments at the lowest possible cost. May direct operation of all departments and guides supervisors in the performance of their duties.

Experience / Qualifications / Education: Bachelor's degree in Facility Management, Operations and Maintenance, or related field. Experience in a related environment (preferably 10+ years). Relevant on- the-job experience in the management and /or oversight of facility management, operation and maintenance activities for multiple years can be substituted for educational requirements

Carpenter:

Minimum Experience: Have at least three years experience as a journeyman carpenter in a commercial, industrial, or construction environment. Demonstrate proficiency in the use of power and hand tools common to the trade, and be able to read and interpret blue prints, drawings and work sketches.

Functional Responsibility: Performs the carpentry duties necessary to maintain in good repair building woodwork and equipment. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments; making standard shop computations relating to dimensions of work; selecting materials necessary for the work.

Performs general carpentry work which may include the following tasks: repairs or replaces weather-stripping around doors and windows; replaces caulking around windows and door frames; repairs or replaces door locks, hinges, silencers/closers, stops, and thresholds; inspects and repairs or replaces broken or loose tile, panic hardware on doors, shelves, room dividers, lockers, ceiling tile, metal latrine partitions and hardware; and repairs or replaces door and window screens, replaces broken glass, and repairs clotheslines and playground equipment.

Places or repairs floor coverings, including vinyl, asbestos, ceramic, or quarry tile. Patches carpet. Installs gypsum drywall; tapes, joins, and sands drywall panels in preparation for painting or texturing. Constructs wood or metal frame partitions and dropped ceilings and installs lathing, insulation, and wall paneling.

Minimum Education: Have a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through and approved apprentice program to qualify as a journeyman carpenter.

Chief Engineer:

The Chief Engineer plans, coordinates, and manages facility operations, maintenance, energy management and environmental programs. The Chief Engineer supervises the lead and watch engineers assigned to the facility. The individual is capable of preparing O&M and Capital budgets, operating strategies, environmental and safety compliance programs, economic justification data, and having communication skills for presenting to senior project management. The capacity to audit daily operations for adherence to operating performance parameters, and advise facility management of deviations and proposed solutions. Coordinate and manage plant engineering resources (internal and third party) necessary to guide facility systems progress for the facility and ensure that functions/activities adhere to sound operating and engineering practices, and comply with company operating philosophy and economics.

Education / Experience: High School Diploma, local Operating Engineers License as required, ten (10) years experience at Journeyman Level and at least three past years successful experience as a Watch Engineer. Completion of a 10-Hour Safety Course.

Clerk:

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. Background in maintenance operations is considered a plus.

Construction Project Manager:

Functional Responsibility: Total Management responsibility for project or contract operations. Manage administrative, professional, supervisory personnel. Assure quality of work, safety and productivity of project employees and subcontractors. Provide consistent point of contact for clients contracting officer and technical representatives. Assure compliance of contractor's operation with contract provisions and all federal and state regulations incorporated therein.

Education/Experience: Bachelor of Science degree in engineering or management with five years experience in management/supervision, or ten years experience in management/supervision with no degree. Construction/Renovation background required.

Data Administrator:

Responsibilities: Responsible for data input and routine operation of CMMS.

Education: High School diploma, plus 3 years work experience.

Data Entry Operator:

Under general supervision, operates computers and alphabetic and numeric machines in recording and verifying a variety of complex data; and performs related duties as required.

Distinguishing Characteristics: This is the journey level in the Data Entry Operator series. Incumbents are capable of working independently on a variety of data entry assignments.

Duties: Classifies and codes data to be entered; keys from a variety of prepared and original source documents, forms, and records; identifies and corrects errors; performs clerical and related office tasks as assigned, such as maintaining records of work received and work performed; verifies data input; may help in training new personnel in the procedures and operation of data entry equipment.

Employment Standards:

1. Six months of experience in keypunch or data entry operations; or,
2. a combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.

Knowledge of methods and equipment used in keypunching or data entering; general clerical and record-keeping procedures including coding, indexing, filing and comparing.

Ability to make comparisons and calculations rapidly and accurately; operate a data entry machine with the speed and accuracy necessary to meet departmental standards.

Electrician:

Minimum Experience: Have at least three to five years experience as an exterior and interior electrician within a commercial or industrial building. Have or be able to obtain any licenses or permits required by federal, state, or local regulatory agencies to perform position duties.

Functional Responsibility: Performs operation and maintenance of low-voltage electrical power systems beginning at the service entrance of buildings and structures, and maintains complete wiring systems, conduit systems, cable systems, conductors, switches, receptacles, outlets, device plates, and grounds and light fixtures. Operates and maintains power generation equipment and emergency generating devices.

Repairs electrical equipment: disassembles electrical units such as generators, motors, voltage regulators, and electrical appliances; locates sources of malfunction; and accomplishes required repairs by splicing or replacing wiring, rewinding armatures and field coils, replacing commutators, and replacing damaged parts. Uses common hand tools, tubing and conduit benders, hand-and-motor- operated conduit-threading machines, soldering irons, and hand drills.

Ensures that all replacements are of the same kind, equal or better type, style, quality, grade, or class to obtain specific operating characteristics or to match other items already in place. Ensures that all work conforms to the National Electric Code

Minimum Education: Have a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a journeyman electrician.

Electronic Systems Specialist:

Minimum/General Experience: Minimum of four years experience and completion of a formal apprenticeship.

Functional Responsibility: 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 multi-meters, 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.

Minimum Education: High school diploma or equivalent and completion of a formal electronic technicians apprenticeship.

Building Engineer:

Minimum/General Experience: A minimum of three years of building maintenance and engineering experience and a working knowledge of plumbing, heating, and electrical building operating systems.

Functional Responsibility: Responsible for the facility management engineering functions including performing general and building replacement and warehouse duties on structural, mechanical, electrical, HVAC, and sanitary systems and related equipment and machinery work requests and identifies problems and solutions.

Minimum Education: Mechanical systems training. May or may not possess an "A" license.

General Electrical Maintenance:

Minimum/General Experience: Minimum of four years experience.

Functional Responsibility: Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Repairs and installs lighting, ballasts, receptacles. Assists Electrician as needed.

Minimum Education: High school diploma or equivalent.

General Maintenance:

Minimum Experience: Have at least one years experience as a general maintenance worker in commercial or industrial building.

Functional Responsibility: Performs general maintenance and repair of equipment and buildings requiring practical skills and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: Replacing electrical receptacles, wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged paneling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery.

Minimum Education: Have at least a high school diploma or equivalent. Experience accepted in lieu of formal trades training program.

General Mechanical Maintenance:

Minimum Experience: Have at least two years experience as a general maintenance mechanic in a commercial or industrial facility.

Functional Responsibility: Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: Replacing electrical receptacles, wires, switches, fixtures; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged paneling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery.

Minimum Education: Have a high school diploma or equivalent, and have sufficient technical education through an accredited technical school or through and approved apprentice program to qualify as a journeyman maintenance mechanic.

HVAC Mechanic:

Minimum/General Experience: Two years experience plus completion of HVAC apprenticeship and licensing.

Functional Responsibility: Installs, services and repairs environmental-control systems in residences, department stores, office buildings and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout. Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Tests joints and connections for gas leaks, using gauges or soap-and-water solution. Wraps pipes in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, using electrician's hand tools and test equipment. May install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity, in warehouses and small factory buildings.

Minimum Education: High school diploma or equivalent plus completion of HVAC apprenticeship and licensing.

Instrument Control Tech:

Minimum Experience: Have at least two years of recent (within the last five years) experience in operating, maintaining and repairing automated building energy controls systems.

Functional Responsibility: Installs, repairs, maintains, and adjusts indicating, recording, telemetering, and controlling instruments used to measure and control variables, such as pressure, flow, temperature, motion, force, and chemical composition, using hand tools and precision instruments. Disassembles malfunctioning instruments, and examines and tests mechanism and circuitry for defects. Troubleshoots equipment in or out of control system and replaces or repairs defective parts. Reassembles instrument and tests assembly for conformance with specifications, using instruments, such as potentiometer, resistance bridge, manometer, and pressure gauge. Inspects instruments periodically and makes minor calibration adjustments to insure functioning within specified standards. May adjust and repair final control mechanisms, such as automatically controlled valves or positioners. May calibrate instruments according to established standards.

Minimum Education: Have at least a high school diploma or equivalent with additional trade school instruction in the operation and maintenance of central heating plant controls systems

Laborer:

Minimum Experience: Have at least one years experience as a laborer performing work designated by a supervisor or foreman related to maintenance of commercial or industrial facilities.

Functional Responsibility: Performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. Loads and unloads trucks, and other conveyances; moves supplies and materials to proper locations by wheelbarrows or hand trucks; stacks materials for storage or binning; collects refuse and salvageable materials. Digs, fills, and tamps earth excavations; levels grounds using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts tree and brush; operates power lawnmowers. Moves and arranges heavy pieces of office and household furniture, equipment, and appliances; moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment. Spreads sand and salt on icy roads and walkways; picks up leaves and trash.

Minimum Education: Sufficient to read, write and speak the English language.

Lead Engineer:

Directs activities of building engineers at a specific facility. Assists on setting and attaining budget, schedule, and performance standards of subordinate watch engineers and HVAC service technicians. Will have multiple systems trade experience functioning in supervision capacity for the operation of HVAC, electrical power, water treatment, fuel distribution or uninterruptible power supply (UPS).

Education / Experience: High School Diploma, local Operating Engineers License as required, five (5) years experience at Journeyman Level. Completion of a 10-Hour Safety Course.

Locksmith :

Minimum/General Experience: Three to five years experience.

Functional Responsibility: Installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. Examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding. Opens door locks by moving lock pick in cylinder or opens safe locks by listening to lock sounds or by drilling. Makes new or duplicate keys, using key cutting machine. Changes combination by inserting new or repaired tumblers into lock. Establishes keying systems for buildings.

Minimum Education: High school diploma or equivalent plus specialized training as a locksmith.

Maintenance Mechanic:

Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: Replacing electrical receptacles, wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged paneling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery. Experience / Qualifications / Education: Must have at least two years experience as a maintenance mechanic in a commercial or industrial facility. Have a high school diploma or equivalent, and preferably have technical education through an accredited technical school or through an approved apprentice program.

Maintenance Supervisor:

Definition: Under direction, supervises a staff of skilled and semi-skilled workers in maintenance tasks, and may supervise contract employees performing janitorial and custodial duties; performs complex maintenance tasks; and performs related duties as required.

Distinguishing Characteristics: Incumbents in this class supervise and perform maintenance, repair, remodeling, installations, and similar projects for an assigned group of buildings, related facilities, furnishings, and equipment, or at a shop.

Duties: Makes periodic inspections of assigned facilities to determine condition; diagnoses problems and initiates necessary action; plans

and schedules routine maintenance; establishes work priorities; issues work orders; prepares sketches, plans, and carries out remodeling projects; estimates materials and labor costs for remodeling, alterations, and installation projects; orders and issues tools, equipment, supplies, and supervises maintenance thereof; maintains materials and equipment inventories; performs complex repair and maintenance tasks; supervises a staff of skilled and semi-skilled workers in such maintenance duties as painting, carpentry, masonry, cement work, and general upkeep involving structures, furnishings, equipment, floor coverings, acoustical ceiling, plumbing, heating, air conditioning, electrical, and related systems; trains, instructs, and assigns subordinates, and inspects completed work; trains and evaluates staff; maintains time and cost records; schedules vacation, relief, and emergency coverage; ensures that safety standards and regulations are observed.

Employment Standards:

1. Three years of journey-level experience in construction and/or maintenance work, including one year of experience in a specialty building trade and as a lead worker or supervisor; or,
2. equivalent combination of training, education, and experience that would provide the required knowledge and abilities.

Knowledge of: building maintenance and repair methods, materials, tools, and equipment; the operation and repair of building mechanical and electrical systems; housekeeping and janitorial tasks and standards; safety standards and regulations.

Ability to: plan, schedule, train, and supervise the work of others; perform complex repair and maintenance tasks; understand and follow through under general directions, and/or on own initiative; maintain records and prepare simple reports; coordinate building and maintenance activities within the division and with other divisions and departments; learn and apply principles and practices of supervision; learn contract administration.

Maintenance Trades Helper:

Minimum Experience: At least one years experience as a maintenance trades worker in a commercial or industrial establishment or in a construction environment.

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

Minimum Education: Sufficient to read, write and speak the English language.

Operations Manager:

Minimum/General Experience: Ten years experience in a Federal Sector and/or civilian operations management environment.

Functional Responsibility: Responsible for operation of a site, base or plant. Activities include start-up, control and shutdown of equipment in accordance with environmental standards. Position manages the maintenance, repair, construction and operation of all assigned systems and supporting responsibility for work control, planning, infrastructure, facility support and/or plant operations. Individual is responsible for maintenance and operation of facilities to ensure cost-effective and reliable support. Identifies all infrastructure work required to include: pavements, storm sewer systems, waste water, natural gas, oils/lubricant systems, electrical distribution, power generators, lighting, etc.

Minimum Education: A bachelor's degree or equivalent in civil, mechanical or electrical engineering.

Painter:

Minimum/General Experience: Three years experience plus completion of a formal apprenticeship or equivalent training.

Functional Responsibility: Paints and redecorates walls, woodwork and fixtures. Work involves the following: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; and applying paint with spray gun or brush. May mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency.

Minimum Education: High school diploma or equivalent preferred.

Plumber:

Minimum Experience: Have at least three years experience as a journeyman plumber in a commercial or industrial environment and have or be able to obtain any licenses or permits required by federal, state, or local regulatory agencies to perform position duties.

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

Minimum Education: Have at least a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a journeyman plumber.

Project Manager:

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

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

Quality Control:

Minimum/General Experience: Three to five years of progressively responsible quality management/quality control experience.

Functional Responsibility: Responsible for organizing highly complex activities for the development, implementation, and maintenance of quality control projects and plans. Develops and defines major and minor characteristics of quality, including metrics and scoring parameters, and determines requisite quality control resources for specific task orders. Establishes and maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development life cycle. Develops and implements quality control methodologies to ensure compliance with quality assurance concepts, standards, guidelines, practices, and procedures.

Minimum Education: Bachelor's degree in Management, Computer Science, Business Administration or other appropriate area, or equivalent QC training and certification or industrial experience.

Receptionist:

Objective:

Provides general office support with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties.

Responsibilities:

Answers telephones and directs the caller to the appropriate associate. Will transfer a caller to an associate's voice mailbox when the associate is unavailable.

Greets and directs visitors to the company.

Will take and retrieve messages for various personnel.

Provides callers with information such as company address, directions to the company location, company fax numbers, company website, and other related information.

Received, sorts and forwards incoming mail. Maintains and routes publications.

Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.)

Assists in the ordering, receiving, stocking and distribution of office supplies.

May also assist with other related clerical duties such as photocopying, faxing, filing and collating.

Requirements:

Possession of a high school diploma or equivalent (GED).

6 months to 1 year of relevant experience and/or training, or equivalent combination of education and experience.

Possession of strong organizational skills.

Excellent verbal and written communication skills. Possess exceptional interpersonal communication skills.

Ability to work independently on assigned tasks as well as to accept direction on given assignments.

Able to work collectively with the administrative team associates.

Shift Supervisor:

Functional Responsibility: First line supervisor that can function on either the first, second, or third shift. Specializes in the function and work flow of an identified shift. Establishes individual technician work schedules; coordinates work assignments and necessary tools / resources to complete assignments; performs personnel performance evaluations; quality control reviews; ensures adherence to proper safety procedures. Accountable for tool / equipment used by staff. Ensures completion of work orders documentation, adherence to work schedules, discipline, prepares reports as required. Recommends technical training for staff members. Experience / Qualifications / Education: Minimum of 5 years experience as a journeyman craftsman. Previous supervisory or lead experience preferred. Must be computer literate and familiar with various CMMS and BAS. Must be an effective communicator with staff and facility occupants.

Store Room Supervisor:

Experience: 2 or more years managing a store or stock room, including supervising others

Responsibilities:

Manages all aspects of the store or stock room. Monitors staffing needs, work flow and productivity; makes recommendations to improve work processes. Insures quality of services and products provided. Seeks input from customers and university management to improve services and meet customer needs.

Calculates inventory needed. Does spot inventory checks. Monitors the flow of merchandise for day to day needs and peak rush periods.

Oversees purchase order and record keeping process. May prepare operations budget, monthly financial reviews, etc.

Responsible for overall supervision and direction of full and part-time staff; interviews, selects, trains and disciplines employees; conducts formal and informal reviews.

Interacts with customers to review orders placed; suggests best sources to meet customer needs for quick turn around and special merchandise.

Prepares the store or stock room for inventory and take the necessary actions to reconcile accounting statements

Meets, negotiates and places orders with vendors and other outside service providers.

Trouble shoots problems and questions; expected to answer questions or corrects problems as they occur; refers only difficult issues and questions to supervisor.

As needed, performs the responsibilities of the Store Room Assistant.

Other duties as assigned.

Education/Training: High School or equivalent combination of training and experience. Knowledge of stored products

Supervisor :

Functional Responsibility: First line supervision. Establishes individual technician work schedules; coordinates work assignments and necessary tools / resources to complete assignments; performs personnel performance evaluations; quality control reviews; ensures adherence to proper safety procedures. Accountable for tool / equipment used by staff. Ensures completion of work orders documentation, adherence to work schedules, discipline, prepares reports as required. Recommends technical training for staff members. Experience / Qualifications / Education: Minimum of 5 years experience as a journeyman craftsman. Previous supervisory or lead experience preferred. Must be computer literate and familiar with various CMMS and BAS. Must be an effective communicator with staff and facility occupants.

Support Supervisor:

Functional Responsibility: First line supervisor that can function on either the first, second, or third shift. Specializes in the function and work flow of an identified shift. Establishes individual technician work schedules; coordinates work assignments and necessary tools /

resources to complete assignments; performs personnel performance evaluations; quality control reviews; ensures adherence to proper safety procedures. Accountable for tool / equipment used by staff. Ensures completion of work orders documentation, adherence to work schedules, discipline, prepares reports as required. Recommends technical training for staff members. Experience / Qualifications / Education: Minimum of 5 years experience as a journeyman craftsman. Previous supervisory or lead experience preferred. Must be computer literate and familiar with various CMMS and BAS. Must be an effective communicator with staff and facility occupants.

Utility Mechanic:

Functional Responsibility: Will perform routine maintenance duties in areas of plumbing, electrical, painting, carpentry, mechanical and upkeep of HVAC units. The utility mechanic would routinely inspect the landscaping / lawn service, sprinkler systems, lights, roof and look for any items in need of repair experience: Two years of full time experience maintaining, repairing and replacing electrical and mechanical systems in a commercial, industrial or institutional setting; OR an equivalent combination of related training and experience. Education: Graduation from high school or trade school and three (3) years of related experience as a skilled mechanic, OR an equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Work Control Manager:

The Work Control Manager directs all customer service requests, maintenance, custodial, and landscape services requests for Building & Landscape Services in Facilities Management. Implement and maintain the work control process for the facility. Ensure projects are closed out. this requires log to be completed on Facility Maintenance Management System maintained by the contractor for the customer