

ATTACHMENT 12:

JOB DESCRIPTIONS FOR DRAFT CONTRACT

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EXHIBIT L: JOB DESCRIPTIONS

1 Accounting Technician

Associate Degree or equivalent college education from an accredited institution with major course work in bookkeeping, accounting or a related field; and two (2) years of progressively responsible experience performing financial or statistical record keeping; or an equivalent combination of training and experience.

2 Administrative Manager

Bachelor's Degree in Management, Business Administration, or other related fields from an accredited institution and at least ten (10) years of combined experience in all or most of the primary functions of Administration, Procurement, Special Services, Information Management, Accounting, and Work Control and Document Control in a Facilities Services or similar environment. Incumbent must have held Administrative Management career field in positions progressively increasing and culminating as the senior leader/manager supporting an organization similar to this contract.

3 Administrator/Document Control

Three (3) years of administration experience in a professional, customer service-oriented environment. Proficiency in all industry standard office support software and office equipment. A minimum of two (2) years college education from a recognized college or university with major course work in business administration, technical writing, library sciences, or a closely related field is desired.

4 Stationary Engineer

The building facility work, repairs and preventative maintenance shall be accomplished by the craft Stationary Engineer. All engineers shall comply with all federal, state and the Employer's safety policies and directives. Engineers shall, if and when called upon, shall perform any or all of the following skilled and technical duties but not necessarily limited to installing, maintaining, replacing, repairing, operating or assisting in operating all heating and ventilation equipment, engines, motors, combustion engines, pumps, air compressors, ice and refrigerating machines, air conditioning units, fans, siphons, also automatic and power-oiling pumps and engines, and Class III Asbestos Work – Disturbance by Facility Crafts/Trades more specifically described as follows:

- i. Operation, maintenance, installation, replacement and repair of all boilers, heaters pumps, valves, appurtenances and lines used in the distribution of steam and heated or processed water.
- ii. Operation, maintenance, installation, replacement and repair of refrigerant compressors, condensers, evaporators, traps, transfer pumps, expansion valves, stop valves and float

- valves, together with all refrigerant lines and devices used to control temperature, and air conditioning systems in their entirety.
- iii. Operation, maintenance, installation, replacement and repair of pumps handling brines or other secondary refrigerating liquids together with all valves, appurtenances and lines used in the system.
 - iv. Operation, maintenance, installation, replacement and repair of air compressors, together with distribution lines and all valves and devices for air control.
 - v. Operation, maintenance, installation, replacement and repair of all natural and manufactured gas distribution lines, including all valves and devices for air control.
 - vi. Operation, maintenance, installation, replacement and repair of water filters, softeners, piping and pumps used in conjunction with water distribution, including all sinks and toilet bowls, including all supply lines, drains, water lines, control devices and sprinkler systems.
 - vii. Operation, maintenance, installation, replacement and repair of all types of electrical motors and engines used to power pumps, compressors and fans. Maintenance of elevators, man lifts, escalators and hoist ways except where this type of equipment is serviced and maintained by specialized contractors, and only where the Engineer is properly licensed to do so.
 - viii. All electrical work and repair.
 - ix. Tools considered as necessary to the fulfillment of the duties of the engineer shall include all those which may be required in the performance of his duties, including such types of special equipment necessary to operate, install, maintain and repair the equipment listed.
 - x. Operation, maintenance, installation, replacement and repair of all fuel oil systems including pumps, valves, lines and controls.
 - xi. Operation, maintenance, installation, replacement and repair of building automation systems for HVAC, including consoles, data gathering panels, remote sensors and indicating devices.
 - xii. Operation, maintenance, installation, replacement and repair of all mail conveyor systems excluding tenant owned systems.
 - xiii. Operation, maintenance, installation, replacement and repair of sanitary sewer systems, sump pumps including basins, water closets, urinals and piping.
 - xiv. Maintenance, installation, replacement and repair of trash compactors, including electrical and hydraulic systems.
 - xv. Maintenance, installation, replacement and repair of all kitchen equipment excluding tenant owned equipment.
 - xvi. Operation, maintenance, installation, replacement and repair of all life Safety related equipment.

- **Employment Standards:**

- i. Four years of journey-level experience operating, maintaining, and repairing HVAC/boiler equipment or,
- ii. A combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge, abilities, and universal CFC License.
- iii. Operating Engineer Apprenticeships, Technical Program Certifications, or Prior Military training in Building Automation Systems (BAS), Central Utility Plant (CUP) operations preferred.

- iv. Possession of a valid universal CFC License is required.

- **Additional Qualifications:**

Knowledge of:

- i. Methods, tools, and equipment used in the repair of heating and air conditioning equipment in buildings and structures.
- ii. Operating principles, efficiency optimization practices, and compliance requirements of heating, air conditioning, and refrigeration equipment.
- iii. Computerized energy management software.
- iv. Basic arithmetic.
- v. Work safety practices related to HVAC work.

Ability to:

- i. Recognize and locate conditions which require repair and maintenance work.
- ii. Keep records.
- iii. Communicate effectively.
- iv. Regulate and control their operations.
- v. Complete written forms.
- vi. Read and interpret schematics; read and apply operating/repair instructions and contract provisions.
- vii. Explain technical information to others.
- viii. Learn and apply principles and practices of contract administration.
- ix. Work independently.
- x. Use a computer.

5 District and District Assistant Supervisor

Ten (10) years of professional building/Facility management and including a minimum of three (3) years of increasingly responsible Facility management with oversight experience. The equivalent of a Bachelor's degree from a recognized college or university with major course work in Facility management, business administration, or a closely related field is desired.

6 Environmental Health and Safety Supervisor

Bachelor's degree in Environmental Health, Safety Science, Environmental Science, Engineering or related field with at least five (5) years of EH&S experience; must be experienced on all aspects of environmental health and safety program development, implementation and maintenance; must have demonstrated ability to communicate effectively, both orally and in writing, with managers, supervisors, employees, regulatory agencies and peers on all aspects of environmental health and safety issues; demonstrated leadership skills building a dynamic team and working cross functionally with individuals at all level to accomplish organizations goals to include strong project management skills. Certificate in Environmental Management and Certified Safety Professional (CSP) or equivalent certification preferred.

7 Facility Modifications Project Manager

Ten (10) years of professional building/Facility management and including a minimum of three (3) years of increasingly responsible Facility management with oversight experience. The equivalent of a bachelor's degree from a recognized college or university with major course work in Facility management, business administration, or a closely related field is desired.

8 Facility Modifications Manager

Equivalent to a Bachelor's degree from a recognized college or university with major course work in engineering, Facility management, construction project management, or a closely related field and ten (10) years of professional building/Facility/project management and contracting experience with a wide variety of contract and construction documents, including a minimum of three (3) years of increasingly responsible project management experience. Experience with Job Order Contracting is highly desirable.

9 Information / Database Technician

Associate degree in Computer Science or equivalent from an accredited institution and four (4) years' experience in the following areas; computer hardware and software systems and programs; computer networks, network administration and network installation; computer troubleshooting; computer viruses and security; E-mail and internet programs; operate computerized accounting, spreadsheet, word-processing, graphics, and website development programs at a highly proficient level.

10 Operations Manager

Bachelor's Degree in a Management, Engineering, or Business Administration area and at least ten (10) years of experience in the Facilities Management field in positions progressively increasing and culminating as the senior operations leader/manager in a scope similar to the portfolio.

11 Quality Control and Training Supervisor

Bachelor's Degree from an accredited institution in a Management, Industrial Engineering, and or Business Administration or closely related field and at least five (5) years of experience in the Quality Control environment in positions at progressively increasing levels supporting an organization similar to this contract.

12 Quality Control Technician

Associate's Degree from an accredited institution in a Management, Industrial Engineering, and or Business Administration or closely related field and at least three (3) years of experience in the Quality Control environment in technician positions supporting an organization similar to this contract.

13 Regional Contract Manager

Bachelor's Degree in a Management, Engineering, or Business Administration area and at least ten (10) years of experience in the Facilities Management field in positions progressively increasing in responsibility and culminating as the senior leader/manager in a scope similar to the portfolio.

End of Exhibit