

C.1 STATEMENT OF WORK

- a. The contractor shall furnish all labor, materials, equipment and facilities, unless otherwise specified herein, to perform work in accordance with the basic contract, Section C, Statement of Work, entitled “Hyperbarics and Diving Facilities” with effort to be performed on Individual Delivery Orders. Data requirements will be as specified in the Individual Delivery Orders.

- b. This contract is issued pursuant to Section 8(a) of the Small Business Act 15 U.S.C. 637(a) and the Memorandum of Understanding (MOU) between the Small Business Administration (SBA) and the Department of Defense, as cited in DFARS 252.219-800. The contract is negotiated in accordance with DFARS 252.219-7009. The assigned SBA number is 0304-01-104370. The contract is issued on a sole source basis as authorized by statute under FAR 6.302-5, with authority citations: 10 U.S.C. 2304(c)(5) or 41 U.S.C. 253(c)(5).

**STATEMENT OF WORK
Hyperbarics and Diving Facilities Program**

1.0 SCOPE OF WORK

GENERAL: The Naval Facilities Engineering Service Center (NFESC), Washington Navy Yard, Washington, DC 20374-5063, requires worldwide engineering and technical services to support the Navy's Hyperbarics and Diving Facilities Program. The general tasks are outlined in Section 3.0. The contractor shall furnish labor, materials, equipment and facilities, as specified in individual delivery orders, to perform work within the scope of the basic contract.

2.0 SPECIFICATIONS, APPLICABLE AMENDMENTS AND REVISIONS

2.1 Quality assurance requirements and standards will be stated in individual delivery orders. Applicable standards are listed below, but the list is not all inclusive. The contractor shall utilize current, industry standard/s, unless otherwise approved in writing by the project engineer and the contracting officer.

ISO 9000

MIL-Q-9858, Quality Assurance Plan

MIL-STD-1330 (Oxygen and Gas Samples)

DOD Military Standard handbook 1039/2, Unmanned Pressure Test Facilities,
Safety Certification Manual

DOD Standard 100 (Standards for Drawings)

NAVSEA 0994-LP-001-9010, U.S. Navy Diving Manual, sections as required

NAVSEA SS521-AA-MAN-010 (cleaning procedures)

NAVFAC DM-39, Hyperbarics Facilities Design Manual

NFPA 99, Health Care Facilities

ASME, Section VIII, Division I or as specified or current, Pressure Vessels

ANSI B31.1, Power Piping

Applicable OSHA and safety requirements

Applicable ASME standards, to include Section VIII, Division I, or as specified

Applicable ASTM material standards

Applicable ANSI standards

Applicable NFPA fire standards

Applicable AWS (welding) standards. Pipe, unless otherwise specified, shall be seamless annealed stainless steel conforming to ASTM A312, Type 304L or 316L. All tube, unless otherwise specified, shall conform to ASTM A269, Type 304L or 316L. All fittings, unless otherwise specified, shall conform to ASTM A403, Type 304L or 316L.

CGA Pamphlet G-4.4, Industrial Practices for Gaseous-Oxygen Transmission and Distribution Piping Systems. All oxygen system valves shall meet the requirements for throttle valves as specified in section C3.1.24.

Other required and/or applicable standards stated in the individual delivery order

2.2 This contract calls for design, fabrication, testing, installation, operation, and maintenance of life-sensitive support systems. Adherence to the highest standards of metallurgy, welding, and workmanship is required. Failure to meet applicable quality assurance standards may be cause for termination of the contract.

3.0 GENERAL TASKS

3.1 TASKS: The individual Delivery Orders will include specific technical requirements within the general tasks listed. It is the Government's primary intent to award delivery orders of an emergent nature on this contract. The following is a list of tasks expected to be performed under this contract.

- a. Non-destructive testing of pressure vessels
- b. Inspection of pressure vessels
- c. Fabricating hyperbaric piping systems to NFESC technical requirements
- d. Fabricating/installing/testing piping systems in various dive lockers, combat swimmer trainers, and other hyperbaric facilities.
- e. Fabricating supporting structures for hyperbaric chamber and piping systems
- f. Overhaul/modify/clean/test piping and components of hyperbaric systems
- g. Procure/install/test compressors and/or compressor purification systems at various dive lockers and other hyperbaric facilities.
- h. Cleaning and hydrotesting piping systems and components
- i. Cleaning/sandblasting/hydrotesting flasks
- j. Documenting hyperbaric inspections
- k. Updating hyperbaric manuals, instructions
- l. Providing other data documents, records, and manuals as required in the individual delivery orders, such as quality assurance plans, safety plans, submittals, preliminary/final design package, record drawings, component manufacturer's design data
- m. Removal/demolition/installation of existing hyperbaric systems
- n. Design and fabrication and installation of ASME code pressure vessels (Section VII, Divisions 1 & 2)
- o. Design, fabrication and installation of submarine escape trainer facilities
- p. Design, fabrication and installation of RCF-6500 recompression chamber facilities
- q. Surface preparation and painting of various structures including the use of dual component epoxy coatings
- r. Design, fabrication and installation of clean room facilities to NAVFAC requirements
- s. Inspection of facilities and documenting inspections
- t. Provide Quality Assurance as necessary and required by the individual delivery order
- u. Maintenance support of hyperbarics and diving facilities to include preventive maintenance

- v. Calibration of measuring instruments, gauges, relief valves, process control transmitters, indicators, etc.
- w. Miscellaneous technical services in support of the Hyperbarics and Diving Facilities Program

4.0 PERSONNEL

4.1 It shall be the full responsibility of the contractor to organize, furnish, maintain, supervise, and direct a working force which is thoroughly capable of effectively performing the work required under the contract.

4.2 No employee or representative of the contractor will be permitted on Government property unless he furnishes satisfactory proof that he is a citizen of the United States or is specifically authorized admittance by the government.

4.3 All welders, welding procedures, and procedures shall be qualified by the contractor prior to welding. Note: Qualification by a previous employer is unacceptable. For welding, the following documents shall be submitted by the contractor: QW-482, Welding procedure Specification; QW-483, Procedure Qualification Record, QW-484, Welder or Welding Operator Qualification Test.

5.0 GENERAL REQUIREMENTS

5.1 WORK PERFORMED. All work performed shall meet industry standards and specifications. Any changes in design or deviation from accepted standards must be documented and submitted to the Government prior to change or implementation.

5.2 DESIGN REVIEW MEETINGS. Design and fabrication review meetings shall be held by the contractor at the contractor's facility or the installation site, at time intervals not greater than six weeks, unless otherwise agreed upon. Two weeks advance written notice shall be furnished to the Government prior to each meeting.

5.3 CONTRACT ADHERENCE. The contractor shall rigidly adhere to the requirements for qualification, certification, test, examination, and inspection required by the various contract documents.

5.4 SUBCONTRACTORS. Subcontractors shall be monitored by the contractor to assure timely and adequate performance and adherence to approved specifications. Copies of all certifications, and/or qualifications required for the subcontractor to perform his work shall be submitted to the government, and/or be readily available for government review.

- 5.5 SUBMISSIONS. The number of copies will be as specified in the individual delivery order/s.
- 5.6 DISK COPIES. Systems manuals shall be prepared using a commercially available word processing program. All drawings shall be prepared on a commercially available computer aided design program. The component database shall be prepared on a commercially available spreadsheet design program. Final disk submissions of systems manuals, drawings, and component database shall be marked "As Built." Final disk submissions of drawings shall include the names of all signers and date of signature. Other electronic means as agreed upon may be utilized for submission of data.
- 5.7 NOTIFICATION OF TESTING. The contractor shall provide the Government with written notification of all testing. The notification shall be received by the Government a minimum of fifteen working days prior to the date of the test.
- 5.8 PIECEMEAL SUBMITTAL. Piecemeal submittal of any submittals required, unless agreed upon otherwise, may be unacceptable, and such submittals may be returned without review.
- 5.9 QUALITY ASSURANCE PLAN. The contractor's Quality Assurance Plan, where required, shall be in accordance with MIL-Q-9858, and with any further quality requirements specified in the individual delivery order. As a minimum content, the program plan shall disclose the contractor's planned approach to fulfilling the requirements of every paragraph of Sections 3 through 7 of MIL-Q-9858. A description of the organization that will fulfill the quality program requirements with a definition of the responsibility and authority of each functional element, shall be included. All the contractor's documents policies or procedures which implement the quality program shall be identified in appropriate places with the Plan. A short summary of the objective or purpose of each procedure shall be given. The Plan must delineate, by flow chart or similar technique, where inspection, audit and other controls are to be applied to assure conformance with the contract quality requirements and must identify each assembly, process, and inspection instructions applicable to the contract hardware and show where it is to be applied. The plan shall describe the method by which the plan will be applied to sub-contractors.
- 5.10 PRELIMINARY DESIGN PACKAGE. Documents in this package shall be of sufficient detail to demonstrate that the contractor's plan for the work is in conformance with the requirements as well as demonstrating the technical and functional feasibility of the contractor's plan. The Government will respond to the Preliminary Design submittal within 30 days of receipt, or as otherwise agreed upon in the individual delivery order. The preliminary package shall consist of the following as a minimum.
- a. General Arrangement Drawings
 - b. System piping and electrical schematics

- c. Calculations
- d. Proposed Material and Manufacturing Specifications and Qualifications
- e. Preliminary Component Manufacturer's Design Data
- f. Subcontractors Identification
- g. Hyperbarics Systems Manual
- h. Panel ID tags
- i. Test Plans

5.11 FINAL DESIGN PACKAGE. The Final Design shall be the final versions of the elements of the Preliminary Design Package. Should the contractor find an alternative Final Design item, which is in scope with the contract specifications, but that differs from the Preliminary Design submission for the respective item, the details of this alternative design item shall be fully documented in the Final Design Package. The alternative Final design items shall be a distinct and separate part of the Final Design Package. The contractor shall provide details on why the change is recommended and any benefits to the Government in making this change. The Government shall have the right to accept this alternative Final Design item, or to require the contractor to proceed in accordance with his Preliminary Design for the respective item. Should the Government choose to accept the alternate Final Design item, it shall be at not additional cost or time to the Government. The Government will respond to the Final Design submittal within 30 days of receipt, or as otherwise agreed upon.

5.12 RECORD DRAWINGS AND DOCUMENTATION. The contents shall show the work as it was actually performed. Documentation required will be as stated in the individual delivery order.

5.13 COMPONENT MANUFACTURER'S DESIGN DATA (CMDD). The contractor shall provide the CMDD for all components.

6.0 REFERENCE SOURCES

Addresses of the sponsoring organizations are listed below, and if the source of the publication is different from the address of the sponsoring organization, that information is also included.

- a. Military Standards (MIL-STD-, MIL-V-, MIL-Q-, etc.) can be ordered from the following address:

Standardization Documents Order Desk
Building 4D
700 Robbins Avenue
Philadelphia, PA 19111-5094

General Services Administration
Specifications and Consumer Information
Distribution Sections (WFSLS)
Washington Navy Yard
Building 197

Washington, DC 20407

- b. Navy/NAVSEA Publications
Navy Publications and Forms Center
5801 Tabor Avenue
Philadelphia, PA 19120
- c. American National Standards Institute (ANSI)
1430 Broadway
New York, New York 10018
Ph: 212-354-3300
- d. American Society for Testing and Materials (ASTM)
1916 Race Street
Philadelphia, PA 19103
Ph: 215-299-5400
- e. American Society of Mechanical Engineers (ASME)
345 East 47th Street
New York, New York 10017
- f. Compressed Gas Association (CGA)
1235 Jefferson Davis Highway
Arlington, VA 22202
Ph: 703-979-0900
- g. American Welding Society (AWS)
2501 N.W. 7th Street
Miami, FL 33125
- h. Department of Defense (DOD) publications can be ordered from the following address:

US Army Adjutant General Publications Center
2800 Eastern Boulevard
Baltimore, MD 21220
Ph: 301-671-2533
- i. National Fire Protection Association (NFPA)

1 Battery Park
P.O. Box 9101
Quincy, MA 02269-9101
Ph: 617-770-3000

KEY PERSONNEL REQUIREMENTS

Program Manager –

The Program Manager is responsible for overall management of the program division. The Program Manager periodically reviews progress and financial statements, makes management decisions with regard to the project and has the authority to commit company resources as necessary to ensure timely completion of the project. Conducts negotiation of contracts and modifications.

Minimum Qualifications – BS plus four (4) years experience or AS plus eight (8) years experience or combination of formal contracting / business / acquisition education and twelve years of relevant experience with hyperbarics systems and pressure vessel fabrication.

Project Manager –

The Project Manager is responsible for overall project management, including project consistency, cost control and financial reporting, development of and adherence to project schedules, development of monthly reports, and interface with the Product Line Manager on technical issues.

Minimum Qualifications – BS plus four (4) years experience or AS plus eight (8) years experience or combination of formal education and ten years of relevant experience with hyperbarics systems and/or pressure vessel fabrication.

Senior Project Engineer –

The Project Engineer is responsible for producing, reviewing and validating any and all engineering aspects of the scope. Typical of such duties are assessment of the suitability of replacement components, research and comments on code issues related either to the piping systems or the pressure vessels, derivation of supporting calculations for any new

work and/or repair work required to either the piping system or pressure vessels and final approval of deliverables.

Minimum Qualifications – BSME or BSEE plus eight (8) years relevant experience.

Field Supervisor –

The Field Supervisor is responsible for day to day coordination of scheduling with the COTR, facility personnel and reporting progress during Contract Review Board meetings. He is directly responsible for the supervision of personnel on the site as well as maintenance and safety of the site. The Field Supervisor may be specific to trade, such as blasting and painting or pipefitting.

Minimum Qualifications – Five (5) years relevant experience in the applicable trade(s).

NON-KEY PROFESSIONAL ENGINEERING LABOR CATEGORIES – MINIMUM EXPERIENCE

Project Engineer III – BSME, BSEE, BSCE or BSIT plus four (4) years of relevant experience.

Project Engineer II - BSME, BSEE, BSCE or BSIT plus two (2) years of relevant experience.

Project Engineer I – Associates Degree in a related field plus two (2) years of relevant experience.

TECHNICIAN LABOR CATEGORIES – GENERAL
REQUIREMENTS/DESCRIPTION

N47408-01-R-2230
LABOR CATEGORIES

NOTE:

- a. See Section I Clause 52.222-42, Statement of Equivalent Rates for Federal Hires.
- b. See Section H, Clause H.5. The specific geographic locations of the work can't be determined at this time. For compliance with the Service Contract Act of 1965, Wage Determinations will be obtained from the Department of Labor and incorporated into Individual Delivery Orders where required under the Act.

CAD Operator – High School Graduate or GED. Specialized training in AutoCAD or equivalent drawing program plus two years of practical experience.

QA Inspector – High School graduate or GED. Documented training and qualification in accordance with ANST-TC1A requirements for the specific discipline plus two years of practical experience.

ELECTRICIAN, MAINTENANCE

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

PAINTER, MAINTENANCE

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. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

PIPEFITTER, 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, 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. In general, the work of the maintenance pipe fitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded

RIGGER

Assembles rigging to lift and move equipment or material in manufacturing plant or shipyard. Selects cables, ropes, pulleys, winches, blocks, and sheaves, according to weight and size of load to be moved. Attaches pulley and blocks to fixed overhead structures, such as beams, ceilings, and gin pole booms, with bolts and clamps. Attaches load with grappling devices, such as loops, wires, ropes and chains, to crane hook. Gives directions to Bridge-or-Gantry-Crane Operator or Hoisting Engineer engaged in hoisting and moving loads to insure safety of workers and material handled, using hand signals, loudspeaker, or telephone. Sets up, braces, and rigs hoisting equipment, using hand tools and power wrenches. Splices rope and wire cables to make or repair slings and tackle. May direct workers engaged in hoisting machinery and equipment into ships

WELDER, COMBINATION, MAINTENANCE

Welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. Welds metal parts together, using both gas welding or brazing and any combination of arc welding processes. Performs related tasks such as thermal cutting and grinding. Repairs broken or cracked parts, fills holes and increases size of metal parts. Positions and clamps together components of fabricated metal products preparatory to welding. May locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch. May perform repairs only. May be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.

SHEET-METAL WORKER, MAINTENANCE

Fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: Planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications; setting up and operating all available types of sheet-metal working machines; using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling; and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training

and experience usually acquired through a formal apprenticeship or equivalent training and experience.

LABORER /HANDYPERSON

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

ENGINEERING TECHNICIAN I

Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as:

- ?? Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting.
- ?? Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data.
- ?? Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

ENGINEERING TECHNICIAN II

Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; non-routine work may 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.

29083 ENGINEERING TECHNICIAN III

Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Performs at this level one or a combination of such typical duties as:

- ?? Constructs components, sub-units, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions.
- ?? 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 design, 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 seek sources to clarify information.

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.

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.

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 which do not respond to preplanned procedure. May serve as an assistant operator, working under general supervision.

GENERAL CLERK IV/ADMINISTRATIVE ASSISTANT

Uses some subject-matter knowledge and judgement 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. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

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

N4740801D8215

problems in manufacture, assembly, installation, and operation are resolved by the drawing produced. Exercises independent judgment in selecting and interpreting data based on a 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.