

POSITION DESCRIPTIONS

LABOR CATEGORY DESCRIPTIONS

The personnel labor categories offered under this contract are listed below. The personnel offered will have the degree specified by the minimum education requirements or an equivalent work experience for the education, amounting to eight years for a Bachelor degree and four years for an Associate degree. This equivalent experience is in addition to the minimum/general experience shown for the labor category.

CODE 100 - POSITION DESCRIPTION: Program Manager I

Minimum/General Experience:

Fifteen (15) years experience providing program management and technical direction for multiple complex projects. Has thorough understanding of acquisition process, contractual deliverables, and financial budget planning. Provides high level of analytical skill, in solving highly complex and unusual technical, administrative and managerial problems. Provides overall direction of program activities. Ensures customer requirements are addressed. Performs and assists in technical studies, reports and presentations. Prepares monthly reports to upper management and supports all customer requirements.

Functional Responsibility:

Responsible for all aspects of program performance including technical, contract, budget, schedule, administrative and financial parameters. Consults with customer to ensure conformity to contractual obligations, establishes and maintains technical and financial reports to show project progress to management and customers, organizes and assigns responsibilities to subordinates, oversees the successful completion of all tasks, and assumes the initiative and provides guidance to support personnel.

Minimum Education:

Bachelor's Degree in an associated discipline or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

CODE 101 - POSITION DESCRIPTION: Program Manager II

Minimum/General Experience:

Twenty five (25) years experience providing program management and technical direction for multiple complex projects. Has thorough understanding of acquisition process, contractual deliverables, and financial budget planning. Provides high level of analytical skill, in solving highly complex and unusual technical, administrative and managerial problems. Provides overall direction of program activities. Ensures customer requirements are addressed. Performs and assists in technical studies, reports and presentations. Prepares monthly reports to upper management and supports all customer requirements. Provides expert guidance to staff and clients on vessel production and construction processes, contractual and legal issues pertaining to vessel acquisition and repair projects, and regulatory body issues.

Functional Responsibility:

Responsible for all aspects of program performance including technical, contract, budget, schedule, administrative and financial parameters. Consults with customer to ensure conformity to contractual obligations, establishes and maintains technical and financial reports to show project progress to management and customers, organizes and assigns responsibilities to subordinates, oversees the successful completion of all tasks, and assumes the initiative and provides guidance to support personnel.

Minimum Education:

Bachelor's Degree in an associated discipline or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

CODE 102 - POSITION DESCRIPTION: Project Manager I

Minimum/General Experience:

Twelve (12) years experience in a related field including supervisory or management experience.

Functional Responsibility:

Responsible for all aspects of project performance. Provides cross-functional direction to all project assigned activities and personnel. Solves complex technical, administrative, and managerial problems and is responsible for interfacing with customer management and technical personnel, preparing reports, delivering presentations, and participating in meetings. Directs the completion of tasks within estimated time frames and budget constraints.

Minimum Education:

Bachelor's Degree in an associated discipline or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

CODE 103 - POSITION DESCRIPTION: Project Manager II

Minimum/General Experience:

Fifteen (15) years experience in a related field including supervisory or management experience.

Functional Responsibility:

Responsible for all aspects of project performance. Provides cross-functional direction to all project assigned activities and personnel. Solves complex technical, administrative, and managerial problems and is responsible for interfacing with customer management and technical personnel, preparing reports, delivering presentations, and participating in meetings. Directs the completion of tasks within estimated time frames and budget constraints. Provides guidance to staff and clients on vessel production and construction processes, contractual and legal issues pertaining to vessel acquisition and repair projects, and regulatory body issues.

Minimum Education:

Bachelor's Degree in an associated discipline or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience. Reliability Centered Maintenance (RCM) training and ABYC Standards Certification may each be substituted for 1 year of experience. A professional engineers license may be substituted for 2 years experience.

CODE 104 - POSITION DESCRIPTION: Project Engineer I

Minimum/General Experience:

Ten (10) years experience in organizing, managing and conducting a variety of related projects. Demonstrated ability to formulate programs, develop budgets and schedules, and coordinate efforts of multiple task activities. Demonstrated ability to provide effective liaison between government and contractor management personnel. Detailed understanding of program requirements, policies and procedures. Must be knowledgeable in acquisition methodology and be experienced in communication/interface with multi-disciplinary personnel to implement program objectives and to resolve problems.

Functional Responsibility:

Responsible for all aspects of project performance including technical, contractual, administrative, and financial parameters. Manages and supervises personnel involved in all aspects of project activity. Organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks. Communicates with the customer to ensure all efforts are completed to customer requirements.

Minimum Education:

Bachelor's Degree in Engineering or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

CODE 105 - POSITION DESCRIPTION: Project Engineer II

Minimum/General Experience:

Twelve (12) years experience in organizing, managing and conducting a variety of related projects. Demonstrated ability to formulate programs, develop budgets and schedules, and coordinate efforts of multiple task activities. Demonstrated ability to provide effective liaison between government and contractor management personnel. Detailed understanding of program requirements, policies and procedures. Must be knowledgeable in acquisition methodology and be experienced in communication/interface with multi-disciplinary personnel to implement program objectives and to resolve problems. Demonstrated understanding of vessel production and construction processes, contractual and legal issues pertaining to vessel acquisition and repair projects, and regulatory body issues.

Functional Responsibility:

Responsible for all aspects of project performance including technical, contractual, administrative, and financial parameters. Manages and supervises personnel involved in all aspects of project activity. Organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks. Communicates with the customer to ensure all efforts are completed to customer requirements. Provides guidance to staff and clients on vessel production and construction processes, contractual and legal issues pertaining to vessel acquisition and repair projects, and regulatory body issues.

Minimum Education:

Bachelor's Degree in Engineering or equivalent. An advanced degree, a Second Bachelor's degree in a related engineering field or demonstrated experience managing vessel acquisition programs may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience. Reliability Centered Maintenance (RCM) training and ABYC Standards Certification may each be substituted for 1 year of experience. A professional engineer's license may be substituted for 2 years experience.

CODE 106 - POSITION DESCRIPTION: Senior Civil Engineer/Naval Architect I

Minimum/General Experience:

At least ten (10) years of progressively responsible professional experience in applying the principles of civil engineering/naval architecture in support of design, structural systems, concept development, test and evaluation and advanced development programs. Demonstrated qualities of leadership and responsibility in project management and capable of conducting independent activities. Considerable experience in advanced program model and full-scale test and evaluation, and extensive experience in conducting design studies.

Functional Responsibility:

Performs complex designs/studies. Directs and/or participates in complex advanced system design analysis efforts. Investigates, interprets and evaluates complex system designs and recommends specific modifications/solutions on known or anticipated problem areas. Exercises independent judgment and creativity in solving complex problems at all levels of systems analysis and design definition.

Minimum Education:

Bachelor's degree in Civil Engineering or Naval Architecture or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

CODE 107 - POSITION DESCRIPTION: Senior Civil Engineer/Naval Architect II

Minimum/General Experience:

At least fifteen (15) years of progressively responsible professional experience in applying the principles of civil engineering/naval architecture in support of design, structural systems, concept development, test and evaluation and advanced development programs. Demonstrated qualities of leadership and responsibility in project management and capable of conducting independent activities. Considerable experience in advanced program model and full-scale test and evaluation, and extensive experience in conducting design studies. Demonstrated understanding of vessel production and construction processes, contractual and legal issues pertaining to vessel acquisition and repair projects, and regulatory body issues.

Functional Responsibility:

Performs complex designs/studies. Directs and/or participates in complex advanced system design analysis efforts. Investigates, interprets and evaluates complex system designs and recommends specific modifications/solutions on known or anticipated problem areas. Exercises independent judgment and creativity in solving complex problems at all levels of systems analysis and design definition. Provides guidance to staff and clients on vessel production and construction processes, contractual and legal issues pertaining to vessel acquisition and repair projects, and regulatory body issues.

Minimum Education:

Bachelor's Degree in Engineering or equivalent. An advanced degree, a Second Bachelor's degree in a related engineering field or demonstrated experience managing vessel acquisition programs may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience. Reliability Centered Maintenance (RCM) training and ABYC Standards Certification may each be substituted for 1 year of experience. A professional engineer's license may be substituted for 2 years experience.

CODE 108 - POSITION DESCRIPTION: Civil Engineer/Naval Architect I

Minimum/General Experience:

Three (3) years overall experience in civil engineering/naval architectural design. Demonstrated qualities of leadership and responsibility and capable of conducting independent activities.

Functional Responsibility:

Responsible for assisting with technical aspects of project performance. Provides periodic progress reports to management highlighting problem areas where applicable. Performs highly complex designs/studies. Directs and/or participates in advanced system design analysis efforts. Investigates, interprets and evaluates system designs and recommends specific modifications/solutions on known or anticipated problem areas. Exercises independent judgment and creativity in solving problems at all levels of systems analysis and design definition.

Minimum Education:

Bachelor's Degree in Civil Engineering or Naval Architecture or equivalent

CODE 109 - POSITION DESCRIPTION: Civil Engineer/Naval Architect II

Minimum/General Experience:

Five (5) years overall experience in civil engineering/naval architectural design. Demonstrated qualities of leadership and responsibility and capable of conducting independent activities. Demonstrated experience in vessel production and construction processes, contractual and legal issues pertaining to vessel acquisition and repair projects, and regulatory body issues.

Functional Responsibility:

Responsible for assisting with technical aspects of project performance. Provides periodic progress reports to management highlighting problem areas where applicable. Performs highly complex designs/studies. Directs and/or participates in advanced system design analysis efforts. Investigates, interprets and evaluates system designs and recommends specific modifications/solutions on known or anticipated problem areas. Exercises independent judgment and creativity in solving problems at all levels of systems analysis and design definition.

Minimum Education:

Bachelor's Degree in Engineering or equivalent. An advanced degree, a Second Bachelor's degree in a related engineering field or demonstrated experience managing vessel acquisition programs may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience. Reliability Centered Maintenance (RCM) training and ABYC Standards Certification may each be substituted for 1 year of experience. An Engineer-In-Training certificate may be substituted for 1 year of experience.

CODE 110 - POSITION DESCRIPTION: Junior Civil Engineer/Naval Architect I

Minimum/General Experience:

Must be capable of performing routine analysis work requiring the application of standard techniques, procedure and criteria in carrying out a series of related engineering tasks. Background in computer software including CAD.

Functional Responsibility:

Responsible for project performance (technical and administrative). Performs technical projects as assigned by supervisor. Generates progress reports to management and provides recommendation on technical issues as required.

Minimum Education:

Bachelor's degree in Civil Engineering or Naval Architecture or equivalent.

CODE 111 - POSITION DESCRIPTION: Junior Civil Engineer/Naval Architect II

Minimum/General Experience:

Three (3) years of experience performing routine analysis work requiring the application of standard techniques, procedure and criteria in carrying out a series of related engineering tasks. Background in computer software including CAD.

Functional Responsibility:

Responsible for project performance (technical and administrative). Performs technical projects as assigned by supervisor. Generates progress reports to management and provides recommendation on technical issues as required.

Minimum Education:

Associates Degree in Engineering or equivalent education. Reliability Centered Maintenance (RCM) training and ABYC Standards Certification may each be substituted for 1 year of experience. An Engineer-In-Training certificate may be substituted for 1 year of experience.

CODE 112 - POSITION DESCRIPTION: Senior Electrical Engineer

Minimum/General Experience:

Ten (10) years total of practical experience in responsible electrical engineering duties is required, including six (6) years of general progressive applicable electrical engineering experience, two (2) years of electrical engineering experience at a team leader level, including project support or management support; two (2) years of direct management experience covering a broad scope of development and analysis for electrical engineering.

Functional Responsibility:

Responsible for project performance (technical and administrative). Performs technical projects as assigned by supervisor. Generates progress reports to management and provides recommendation on technical issues as required.

Minimum Education:

Bachelor's Degree in Electrical Engineering or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

CODE 113 - POSITION DESCRIPTION: Electrical Engineer

Minimum/General Experience:

Three (3) years engineering experience applying electrical engineering principles in technical field.

Functional Responsibility:

Responsible for assisting with technical aspects of project performance. Performs electrical engineering designs/studies. Directs and/or participates in electrical engineering design and analysis. Provides monthly progress reports to management highlighting problem areas where applicable.

Minimum Education:

Bachelor's Degree in Electrical Engineering or equivalent.

CODE 114 - POSITION DESCRIPTION: Junior Electrical Engineer

Minimum/General Experience:

Must be capable of performing routine electrical engineering work requiring the application of standard techniques, procedure and criteria in carrying out a series of related engineering tasks. Background in computer software including CAD.

Functional Responsibility:

Responsible for project performance (technical and administrative). Performs technical projects as assigned by supervisor. Generates progress reports to management and provides recommendation on technical issues as required.

Minimum Education:

Bachelor's degree in electrical engineering or equivalent.

CODE 115 - POSITION DESCRIPTION: Senior Mechanical Engineer

Minimum/General Experience:

Ten (10) years total of practical experience in responsible mechanical engineering duties is required, including six (6) years of general progressive applicable mechanical engineering experience, two (2) years of mechanical engineering experience at a team leader level, including project support or management support; two (2) years of direct management experience covering a broad scope of development and analysis for engineering.

Functional Responsibility:

Responsible for project performance (technical and administrative). Performs technical projects as assigned by supervisor. Generates progress reports to management and provides recommendation on technical issues as required.

Minimum Education:

Bachelor's Degree in Mechanical Engineering or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

CODE 116 - POSITION DESCRIPTION: Mechanical Engineer

Minimum/General Experience:

Three (3) years engineering experience applying mechanical engineering principles in technical field.

Functional Responsibility:

Responsible for assisting with technical aspects of project performance. Performs mechanical designs/studies. Directs and/or participates in mechanical engineering design and analysis. Provides monthly progress reports to management highlighting problem areas where applicable.

Minimum Education:

Bachelor's Degree in Mechanical Engineering or equivalent.

CODE 117 - POSITION DESCRIPTION: Junior Mechanical Engineer

Minimum/General Experience:

Must be capable of performing routine engineering work requiring the application of standard techniques, procedure and criteria in carrying out a series of mechanical engineering tasks. Background in computer software including CAD.

Functional Responsibility:

Responsible for project performance (technical and administrative). Performs technical projects as assigned by supervisor. Generates progress reports to management and provides recommendation on technical issues as required.

Minimum Education:

Bachelor's degree in mechanical engineering or equivalent.

CODE 118 - POSITION DESCRIPTION: Engineering Technician I

Minimum/General Experience:

Four (4) years experience in engineering of a non-professional nature. Knowledge of applicable principles, methods and techniques of engineering and design. Capable of performing tasks with minimum supervision and ability to perform detailed information searches, correlation and interpretation of technical data and presentation of technical documents (reports, technical manuals, detailed design drawings, etc.).

Functional Responsibility:

Performs data gathering, data collection and analysis. Generates reports, presentations, drawings, and other engineering deliverables that meet customer requirements and expectations. Build, test and troubleshoot electronic equipment.

Minimum Education:

High School or Trade school diploma and directly related experience gained through the performance of engineering or design activities.

CODE 119 - POSITION DESCRIPTION: Engineering Technician II

Minimum/General Experience:

Seven (7) years progressive experience or specialized experience in engineering of a non-professional nature. Knowledge of pertinent principles, methods and techniques of engineering and design. Capable of performing tasks with minimum supervision and ability to perform detailed information searches, correlation and interpretation of technical data and presentation of technical documents (reports, technical manuals, detailed design drawings, etc.). Demonstrated knowledge in applicable engineering technology and the capability to apply this knowledge to solve complex problems.

Functional Responsibility:

Performs data gathering, data collection and analysis. Generates reports, presentations, drawings, and other engineering deliverables that meet customer requirements and expectations. Build, test and troubleshoot electronic equipment.

Minimum Education:

High School Graduate, Trade School Diploma, or equivalent and directly related experience gained through the performance of engineering or design activities

CODE 120 - POSITION DESCRIPTION: Draftsman/Illustrator I

Minimum/General Experience:

Two (2) years experience in design drafting using accepted drafting techniques to produce engineering drawings. Prepares drawings applying standardized drawing techniques and accepted drafting standards working from engineering drawings, specifications, or rough engineering sketches. Ability to make changes to existing drawings and create technical illustrations in various media for reproduction. AutoCAD experience.

Functional Responsibility:

Develops design drawings. Works with engineer or technician to generate schematics, assembly and detailed design and parts lists in accordance with specifications. Performs updates/modifications to existing drawings as directed. Ensures that all drawings are properly annotated to specifications.

Minimum Education:

A.A.S. degree in drafting, Certificate in Computer Aided Drafting, or equivalent.

CODE 121 - POSITION DESCRIPTION: Draftsman/Illustrator II

Minimum/General Experience:

Four (4) years of experience in performing computer-aided design and drafting assignments using accepted drafting techniques to produce engineering drawings. Prepares drawings applying standardized drawing techniques and accepted drafting standards working from engineering drawings, specifications, or rough engineering sketches as supplied. Ability to make changes to existing drawings and create technical illustrations in various media for reproduction. Experience in AutoCAD.

Functional Responsibility:

Develops design drawings. Works with engineer to generate schematics, assembly and parts lists in accordance with applicable specifications. Performs updates/modifications to existing drawings. Ensures that all drawings are properly annotated to appropriate specifications.

Minimum Education:

A.A.S. degree in drafting, Certificate in Computer Aided Drafting, or equivalent.

CODE 122 - POSITION DESCRIPTION: Draftsman/Illustrator III

Minimum/General Experience:

Six (6) years experience in design drafting using accepted drafting techniques to produce engineering drawings. Prepares drawings applying standardized drawing techniques and accepted drafting standards working from engineering drawings, specifications, or rough engineering sketches. Ability to make changes to existing drawings and create technical illustrations in various media for reproduction. AutoCAD experience.

Functional Responsibility:

Develops design drawings. Works with engineer or technician to generate schematics, assembly and detailed design and parts lists in accordance with specifications. Performs updates/modifications to existing drawings as directed. Ensures that all drawings are properly annotated to specifications.

Minimum Education:

A.A.S. degree in drafting, Certificate in Computer Aided Drafting, or equivalent.

CODE 123 - POSITION DESCRIPTION: Draftsman/Illustrator IV

Minimum/General Experience:

Ten (10) years of experience in performing computer-aided design and drafting assignments using accepted drafting techniques to produce engineering drawings. Prepares drawings applying standardized drawing techniques and accepted drafting standards working from engineering drawings, specifications, or rough engineering sketches as supplied. Ability to make changes to existing drawings and create technical illustrations in various media for reproduction. Experience in AutoCAD.

Functional Responsibility:

Develops design drawings. Works with engineer to generate schematics, assembly and parts lists in accordance with applicable specifications. Performs updates/modifications to existing drawings. Ensures that all drawings are properly annotated to appropriate specifications.

Minimum Education:

A.A.S. degree in drafting, Certificate in Computer Aided Drafting, or equivalent.

CODE 124 - POSITION DESCRIPTION: Programmer

Minimum/General Experience:

Three (3) years experience in a recognized engineering, computer science or related discipline. Demonstrable programming experience in at least one of the following computer languages: C/C++, Basic, dBase, ATLAS, ORACLE, Clipper, FORTRAN, Ada, HTTP, Assembly, CMS-2.

Functional Responsibility:

Performs routine, detailed engineering activities related to programming of specific problems as defined by the immediate supervisor. Participates in data collection concerning the needs, requirements, and data concerns related to the software programming tasks assigned. Conducts simple tests and/or studies to determine reliability of software program development and execution to meet customer needs.

Minimum Education

High School Graduate with professional studies in computer programming. A BS degree in Computer Science may be substituted for three years of experience.

CODE 125 - POSITION DESCRIPTION: Data Specialist

Minimum/General Experience:

Five (5) years experience in creating, updating and managing complex, real-time relational databases and integration of graphic programs. Demonstrated understanding of linking, merging, and manipulation of relational databases. Proficient in the use of MS Windows-based programs, including Visual Basic and MS ACCESS. Working knowledge of AutoCAD.

Functional Responsibility:

Designs and analyzes relational databases and visual information management applications, including engineering data, specifications, historical information, and graphics.

Minimum Education:

High school graduate or equivalent and formal training in MS Windows-based programs such as Visual Basic and MS ACCESS and AutoCAD.

CODE 126 - POSITION DESCRIPTION: Data Processor

Minimum/General Experience:

Two (2) years experience in formatting data for computer entry and entry via workstation into computer, minicomputers, or mainframe computer systems.

Functional Responsibility:

Provides data entry into established database programs, templates and database routines. Works on PCs, workstations and computer system mainframes. Reviews data entry to ensure that data is accurate and complete.

Minimum Education:

High School graduate or GED equivalent.

CODE 127 - POSITION DESCRIPTION: Technical Writer

Minimum/General Experience:

Five (5) years of general experience in original writing of scientific, technical, engineering, or other professional material which requires an understanding of the basic concepts and practices in the field, knowledge of its specialized vocabulary and the ability to acquire additional information about the field and related fields. Progressively responsible work with equipment, systems or devices, which requires an understanding of their principles, operation and usage, including the ability to present this information in written form using simple, clear language.

Functional Responsibility:

Writes, edits technical documents, reports, manuals, briefings and presentations. Reviews and edits documents developed by others to ensure accuracy and quality of content, organization, language, format consistency, and conformance with established standards. Develops outlines and drafts for review and approval by technical staff and project management personnel. Performs research and gathers technical data for inclusion into project documentation and deliverables.

Minimum Education:

High School graduate or GED equivalent.

CODE 128 - POSITION DESCRIPTION: Clerical Assistant I

Minimum/General Experience:

Two (2) years of related experience in general office duties, including word processing, data entry, and scheduling. Performs routine clerical support functions; generate memos, reports, slide presentations, spreadsheets and schedules for office and managerial personnel.

Functional Responsibility:

Assists office administrations, with general secretarial tasks, including word processing, data entry, filing, and telephone communications. Copies and distributes memos, mail, faxes, assists in special assignments, and maintains and updates files and reports.

Minimum Education:

High School Diploma, or GED equivalent.

CODE 129 - POSITION DESCRIPTION: Clerical Assistant II

Minimum/General Experience:

Fifteen (15) years of related experience in general office duties, including word processing, data entry, and scheduling. Performs routine clerical support functions; generate memos, reports, slide presentations, spreadsheets and schedules for office and managerial personnel.

Functional Responsibility:

Assists office administrations, with general secretarial tasks, including word processing, data entry, filing, and telephone communications. Copies and distributes memos, mail, faxes, assists in special assignments, and maintains and updates files and reports.

Minimum Education:

High School Diploma, or GED equivalent.

CODE 130 - POSITION DESCRIPTION: Test Program Set Engineer

Minimum/General Experience:

Five (5) years experience in the design, development or acquisition of Support Equipment (SE) and/or Test Program Set (TPS) hardware and software for automatic test systems. At least one year of experience in high-level language programming such as ATLAS or LASAR.

Functional Responsibility:

Performs complex SE and/or TPS engineering activities for execution on automatic test equipment. Capable of exercising independent judgment and creativity in solving complex hardware and software engineering problems. Has thorough understanding of both test system and equipment/system operation.

Minimum Education

Bachelor's Degree in Engineering, Computer Science or equivalent.

CODE 131 - POSITION DESCRIPTION: Logistics Manager

Minimum/General Experience:

Ten (10) years of progressive experience in scientific, engineering or management systems such as test and evaluation, systems analysis, configuration management, integrated logistics support, operations research, or reliability and maintainability. Experience with logistics integration requirements and implementation techniques, as applied to complex systems. Two (2) years of experience will be at a team leader level, including work in integrated logistic support, project support or management support.

Functional Responsibility:

Performs highly technical logistic support functions for existing, new or emerging systems. Has thorough understanding of logistic support requirement to meet customer needs. Interacts with other functional groups in engineering, production, manufacturing to ensure all aspects of system design are addressed. Develops procedures to record and track data to facilitate internal management reviews and project activities, and ensures effective data flow on the project.

Minimum Education:

Bachelor's Degree or equivalent. An advanced degree may be substituted for 3 years of experience. A doctorate degree may be substituted for 6 years of experience.

CODE 132 - POSITION DESCRIPTION: Logistics Specialist

Minimum/General Experience:

Eight (8) years of progressive logistics experience in scientific, engineering or management systems such as test and evaluation, systems analysis, configuration management, integrated logistics support, operations research, or reliability and requirements and implementation techniques, applied to complex systems.

Functional Responsibility:

Performs highly technical logistic support functions for new and emerging systems. Has thorough understanding of logistics support requirement to meet customer needs. Interacts with other functional groups in engineering, production, manufacturing to ensure all aspects of system design are addressed. Develops procedures to record and track data to facilitate internal management reviews and project activities, and ensures effective data flow on the project.

Minimum Education:

Bachelor's Degree or equivalent.

CODE 133 - POSITION DESCRIPTION: Logistics Technician I

Minimum/General Experience:

Four (4) years of progressive experience or specialized experience in material, aerospace, avionics, electrical, electronic, mathematics, physical science, or other system technology. Demonstrated logistics technology knowledge and ability to apply this knowledge to complex logistics systems.

Functional Responsibility:

Assists in the preparation and maintenance of stock records, property data and source documentation; assists in establishing stock control levels and determines point when items requisitioned are required. Purchases equipment, services, and materials for contracts, acquires material bids from vendors for proposals, evaluates vendors and prices, maintains vendor files; tracks and expedites purchase requests and purchase orders.

Minimum Education:

High School graduate or GED equivalent.

CODE 134 - POSITION DESCRIPTION: Logistics Technician II

Minimum/General Experience:

Seven (7) years experience and working knowledge of Integrated Logistics Support (ILS) life cycle program requirements for equipment and systems using policies, directives, specifications and standards which guide the establishment and maintenance of ILS for these categories of equipment during their life cycle. Working experience in: the preparation and review of Logistics Support Plans in accordance with applicable standards; the preparation and review of Logistics Support Analysis (LSA) records/plans and input analyses/data review; the update and revision of technical manuals; the identification and implementation of ILS requirements resulting from technical directive changes; the development of ILS data for incorporation into Logistics Management Information Systems; and the methods of tracking the ILS elements in a program.

Functional Responsibility:

Maintains records, configuration management data, property registers and formal source documentation. Establishes controls and determines at which time items must be requisitioned to maintain appropriate inventory levels; controls all requisitioned items and stocked items with proper procurement identification. Determines status on repairable items with respect to rework, salvage, or final disposition; maintains and tracks all vendor files; tracks and expedites purchase requests and purchase orders.

Minimum Education:

High School Graduate or GED equivalent.

CODE 135 - POSITION DESCRIPTION: Systems Analyst

Minimum/General Experience:

Six (6) years experience analyzing and integrating systems designs such as hydraulics, electrical, avionics, analysis techniques, research and development, test and evaluation procedures, logistics support or reliability and maintainability requirements for complex systems.

Functional Responsibility:

Performs technical tasks associated with a scientific or general data processing environment. Acts as a primary point of contact for individual users at a data processing center. Performs functions as the lead systems analyst on efforts associated with analysis of systems for evaluation of performance to specific requirements.

Minimum Education

Bachelor's Degree in Engineering, Mathematics, Physics, Computer science, or equivalent.
