

Attachment 10

Job Descriptions and Qualifications

The following descriptions and qualifications contain the **minimum job requirements for each Title**. The Contractor shall be responsible for ensuring that each candidate possesses all the required licenses and certifications associated with each job title. An Authorized User reserves the right to request candidates with additional qualifications within their Request for Quote. The information below is presented numerically by Lot, then alphabetically within each Lot. Some Lots also have lot specific requirements in addition to the Job Descriptions and Qualifications listed in the Solicitation.

Lot 1 – “Office Worker Occupations”

Bookkeeping, Accounting, and Auditing Clerks

Must have knowledge of basic bookkeeping, accounting and financial record keeping procedures. Some knowledge of financial terminology, payroll procedures, and budget preparation is also required; ability to compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. May also perform a variety of analysis.

Data Entry and Word Processing

Operate data entry equipment with alphabetic and numeric keyboard; enter, verify, update, correct and retrieve information; enter information with speed and accuracy. Use word processor/computer or typewriter to prepare letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. Review and correct drafts for compliance with originals. Edit using knowledge of grammar, punctuation and spelling. Enter and retrieve data on computer terminals. Duties may include verifying data and preparing materials for printing. May perform other clerical duties as assigned.

Executive Secretaries and Administrative Assistants

Must provide high-level administrative support by conducting research, preparing statistical reports and handling information requests in addition to performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. May also train and supervise lower-level clerical staff. Knowledge of office administration and management; proper grammar, punctuation and spelling; business communications and ability to take notes is necessary. May act as immediate supervisor's personal representative in dealing with public and in routine contacts with other State executives; perform special assignments, studies and routine administrative functions as specifically directed; screen incoming correspondence, refer to appropriate staff, and follow up to assure timely response. Perform related duties as required.

Executive Secretaries and Administrative Assistants Bi-Lingual Spanish/English

Must have full fluency in both English and Spanish language including reading, writing and speaking. Must provide high-level administrative support by conducting research, preparing statistical reports and handling information requests in addition to performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. May also train and supervise lower-level clerical staff. Knowledge of office administration and management; proper grammar, punctuation and spelling; business communications and ability to take notes is necessary. May act as immediate supervisor's personal representative in dealing with public and in routine contacts with other State executives; perform special assignments, studies and routine administrative functions as specifically directed; screen incoming correspondence, refer to appropriate staff, and follow up to assure timely response. Perform related duties as required.

File Clerks

File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested. Must be able to follow oral and written instructions.

Legal Secretaries

Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers, complex legal reports and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research. Must have knowledge of legal terminology, business communications, and general clerical skills.

Mail Clerks, Except Mail Machine Operators and Postal Service

Prepare incoming and outgoing mail for distribution. Duties include time stamping, opening, reading, sorting, and routing incoming mail; sealing, stamping, and affixing postage to outgoing mail or packages; and keeping necessary records and completed forms.

Medical Secretaries

Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports and correspondence. Knowledge of business communications including proper English usage and general clerical skills. The Authorized User may also require the ability to take and transcribe complex medical dictation.

Personnel Recruiter

Seek out, interview, and screen applicants to fill existing and future job openings and promote career opportunities within an organization.

Public Relations Manager/Public Information Officer

Plan and direct public relations programs designed to create and maintain a favorable public image for employer or client; or if engaged in fundraising, plan and direct activities to solicit and maintain funds for special projects and nonprofit organizations. Establish and maintain effective working relationships with government officials and media representatives and use these relationships to develop new business opportunities. Write interesting and effective press releases, prepare information for media kits and develop and maintain company internet or intranet web pages. Develop and maintain the company's corporate image and identity, which includes the use of logos and signage. Respond to requests for information about employers' activities or status. Draft speeches for government officials and arrange interviews and other forms of contact for them. Evaluate advertising and promotion programs for compatibility with public relations efforts.

Receptionists/ Secretaries, Except Legal, Medical, and Executive

Provide administrative support to program areas as well as perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, providing information to callers, receiving visitors, and arranging conference calls. Answer inquiries and obtain information for general public, customers, visitors, and other interested parties.

Switchboard Operators, Including Answering Service

Operate telephone business systems equipment or switchboards to relay incoming, outgoing, and interoffice calls. May supply information to callers and record messages.

Lot 2 – “Hearing Reporter Services”

Hearing Reporter Services

Provide proceeding, session or meeting reporting either stenographically or electronically. For proceedings that are stenographically recorded, and transcribed, recording shall be mechanical or electronic keyboard-operated typing devices. Backup electronic verbal recording equipment shall always be operating while proceedings are being reported, unless prohibited by the Hearing Officer. For proceedings that are electronically recorded, and transcribed, the Hearing Reporter shall obtain an accurate verbatimelectronic sound record of the entire proceeding session or meetings. No part of the proceedings shall be excluded from the verbatim transcript for any reason unless the Hearing Officer so directs. Electronic recording of proceedings under this Contract shall be performed by a Hearing Reporter using four track electronic recording equipment or using an equivalent system of microphones, mixer, and electronic recorder. Backup taping is required

Lot 3 – “Transcription Services”

Transcription Services

Transcribe judicial, administrative and criminal proceedings, including meetings, from audio cassettes, tapes, digital files, CD-ROM or other media to transcribed copy on paper or other media. Transcript shall be in verbatim form, proofread with all words spelled correctly, properly punctuated and hyphenated and grammatically correct. Shall transcribe verbatim all audible portions of the recorded proceeding. If any inaudible portions are encountered, the Contractor shall re-play the inaudible portions and if portions are still inaudible, the Contractor shall identify in the transcription the section as inaudible and identify the length in minutes and seconds. Multilingual transcription is included in the scope of this Lot and is included in the Transcription Service job title.

Lot 4 – “Financial Occupations”

Accountant 1

Knowledge of Generally Accepted Accounting Principles (GAAP) is necessary. Knowledge of automated accounting systems is expected. Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards. Report to management regarding the finances of establishment. Establish tables of accounts and assign entries to proper accounts. Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology. Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements. Maintain or examine the records of government agencies. Advise clients in areas such as compensation, employee health care benefits, the design of accounting or data processing systems, or long-range tax or estate plans. Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs. Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice. Requires 24 undergraduate and/or graduate semester credit hours in accounting and/or auditing and minimum of two years' experience in accounting or finance. Experience in financial statement preparation and analysis, cash flow analysis, internal control policies and procedures, and consolidations is expected.

Accountant 2

In addition to Accountant 1 requirements, Accountant 2 shall be responsible for helping to implement and maintain accounting control policies and procedures. Provide reports on operating performance; financial reporting policies; tax reporting; audit control; revenue and expense analysis; and forecasting (budgeting) of financial results and cost standards. Must have some knowledge of governmental accounting. Requires a B.S. or B.A. degree in accounting or finance, with an M.B.A. or C.P.A./C.M.A. preferred. Minimum of four years' experience in accounting and/or finance.

Auditors

Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data.

Statistical Assistants

Compile and compute data according to statistical formulas for use in statistical studies. May perform actuarial computations and compile charts and graphs for use by actuaries. Include actuarial clerks.

Lot 5 – “Miscellaneous Occupations”

Computer Operators

Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. Follow and understand instructions for development of final copy materials on word processing/computer equipment. Proofread and correct documents. Must have knowledge of business English, spelling, grammar, punctuation and arithmetic, knowledge of Office Suite software packages and ability to learn within a reasonable time. May develop graphs, spreadsheets, charts, web pages, etc.

Computer Support Specialists

Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. May enter commands at a computer terminal and set controls on computer and peripheral devices. Monitor and respond to operating and error messages. Must have advanced computer and software skill/knowledge beyond those defined in Computer Operator including skills in multiple software.

Dispatchers – Police, Fire, and Ambulance

Receive reports from public concerning crimes and police emergencies. Broadcast orders to patrol units in vicinity of report to investigate. Operate radio, telephone, or computer equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials.

Food Preparation Workers

Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.

Freight, Stock, and Material Movers

Load, unload and move materials at plant, yard, or other work site.

Paralegals and Legal Assistants

Assist lawyers by researching legal precedent, investigating facts, or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action. Works under the direct supervision of an attorney. Must have knowledge of basic legal processes; legal terminology and legal forms; legal research techniques; ability to read, understand and interpret laws, legal documents and other written material. Paralegals must possess paralegal certification. Legal assistants must possess a minimum of an associate degree in legal assistance OR an associate degree and a certificate of completion of a Legal Assistant Certificate Program from an accredited college. Both titles should have a minimum of two years of experience providing complex clerical level legal support services to an attorney OR on contested cases overseen by an attorney. *This category is intended to exclude attorneys.*

Radiologic Technologists

Radiologic Technologists are distinguished by assignments calling for direct physical contact with patients in the performance of radiological examinations and the administration of radiotherapy treatments at the prescription and direction of radiologists, roentgenologist and other physicians. Radiologic Technologists operate x-ray and fluorographic equipment in the performance of a full range of observational and diagnostic tests. Must possess a valid degree and New York State licensure.

Social Workers

Establish and maintain a therapeutic relationship with individuals and their families by effectively utilizing professional social work skills. May review the individual's psychiatric, medical and other case records and discuss issues with families and other members of the treatment team; complete admission screening; conduct psychosocial assessments; make treatment recommendations; participate in treatment planning; provide social casework services; provide individual, group, and family therapy; assess availability of services; serve as consumer advocate; develop and implement discharge plans; and coordinate services with community providers. Advocate to ensure individuals receive appropriate treatment/services, and that their legal and human rights are protected, and promote effective and consistent utilization of services and resources. May be provided by an unlicensed person with a Bachelor's in Social Work degree, under the supervision of a licensed master social worker (LMSW) or licensed clinical social worker or provided by a New York State LCSW or LCSWs.

Stock Clerks, Stockroom, Warehouse, or Storage Yard

Receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard. Keep records and compile stock reports.

Lot 6 – “General Health Occupations”

Audiologists

Assess and treat persons with hearing and related disorders. May fit hearing aids and provide auditory training. May perform research related to hearing problems. May also complete medical necessity reviews for requests for hearing aids. Must possess a New York State License.

Dietitians & Nutritionists

Plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease. May supervise activities of a department providing quantity food services, counsel individuals, or conduct nutritional research. Must possess a New York State Certification.

Home Health Aides

Provide routine, personal healthcare, such as bathing, dressing, or grooming, to elderly, convalescent, or disabled persons in the home of patients or in a residential care facility.

Medical and Clinical Laboratory Technicians

Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.

Mental Health & Substance Abuse Social worker

Assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education.

Occupational Therapist Assistants

Assist occupational therapists in providing occupational therapy treatments and procedures. May, in accordance with State laws, assist in development of treatment plans; carry out routine functions, direct activity programs, and document the progress of treatments. Generally, requires formal training.

Occupational Therapists

Assess, plan, organize, and participate in rehabilitative programs that help restore vocational, homemaking, and daily living skills, as well as general independence, to disabled persons. May also complete medical necessity reviews for requests for highly complex durable medical equipment, supplies and OT services. Possess a valid degree and New York State licensure.

Pharmacist

Review, monitor, compound, and/or dispense, as well as maintain medications and records following prescriptions issued by an authorized prescriber. May also provide drug information and medication counseling, collect, analyze and report on medication therapy related data, be responsible for maintaining safe and effective operations within the pharmacy environment, participate in the review of provider requests for Medicaid coverage, interpret and assist with Medicaid payments rules, regulations and policies, and assist in the development and implementation of cost containment. Possess a valid degree and New York State licensure.

Physical Therapist Assistants

Assist physical therapists in providing physical therapy treatments and procedures. May, in accordance with State laws, assist in the development of treatment plans, carry out routine functions, document the progress of treatment, and modify specific treatments in accordance with patient status and within the scope of treatment plans established by a physical therapist. Generally, requires formal training.

Physical Therapists

Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and decrease or prevent deformity of patients suffering from disease or injury. May also complete medical necessity reviews for requests for durable medical equipment and supplies as well as develop coverage criteria, maintain provider manuals and assist beneficiaries and providers in obtaining necessary services. Possess a valid degree and New York State licensure.

Physician Assistants

Provide healthcare services typically performed by a physician, under the supervision of a physician. Conduct complete physicals, provide treatment, and counsel patients. May, in some cases, prescribe medication. Must graduate from an accredited educational program for physician assistants and possess New York State licensure.

Speech-Language Pathologists

Assess and treat persons with speech, language, voice, and fluency disorders. May select alternative communication systems and teach their use. May perform research related to speech and language problems. Must possess New York State licensure.

Lot 7 – “Physicians and Nurses”

Family and General Practitioners

Diagnose, treat, and help prevent diseases and injuries that commonly occur in the general population. Provide comprehensive medical services for members of family, regardless of age or sex, on continuing basis: Examine patients, using medical instruments and equipment. Elicit and record information about patient's medical history. Order or execute various tests, analyses, and diagnostic images to provide information on patient's condition. Analyze reports and findings of tests and examinations and diagnose condition of patient. Administer or prescribe treatments and medications. Promote health by advising patients concerning diet, hygiene, and methods for prevention of disease. Inoculate and vaccinate patients to immunize patients from communicable diseases. Provide prenatal care to pregnant women, deliver babies, and provides postnatal care to mothers and infants. Perform surgical procedures commensurate with surgical competency. Refer patients to medical specialist for consultant services when necessary for patient's well-being. Possess a valid license to practice medicine in the State of New York. Possess and maintain a valid Federal Narcotics Number.

Nurses, Licensed Practical

Provide nursing care under the direction of an RN, physician, or other authorized health care provider. Administer medications as directed. Provide bedside nursing care, including services requiring sterile techniques. Observe, measure, record, and report indications of patient health status. Perform more specialized tasks routinely, such as catheterizations and suctioning and others sparingly, such as IV therapy, with additional training. Administer blood and blood products. Must possess a valid New York State License and have a minimum of one-year work experience post licensure.

Nurses, Registered

Diagnose and treat a patient's health problems. Perform health assessments to identify new symptoms of possibly undiagnosed conditions or complications. Administer medication. Manage and deliver restorative or palliative care to the ill, disabled and dying. Teach and counsel patients about maintenance of health and prevention of illness or complications. Contribute as a member of an interdisciplinary health care team and as a consultant on health-related committees to plan and implement the health care needs of consumers. Execute medical regimens as prescribed by licensed physicians, dentists, nurse practitioners, physician assistants, and podiatrists, and dentists. Includes advance practice nurses such as: clinical nurse specialists, certified nurse midwives, and certified registered nurse anesthetists. Advanced practice nursing is practiced by RNs who have specialized formal, post-basic education and who function in highly autonomous and specialized roles. Registered nurses must be licensed in New York State and have a minimum of one-year work experience post licensure.

Nurses, Registered Bi-Lingual Spanish/English

Same requirements as for “Nurses, Registered” position. Must have full fluency in both English and Spanish language including reading, writing and speaking.

Nurse Practitioner

Perform physical examinations, diagnose illnesses and conditions and prescribe a plan of corrective care, exclusively within their specialty area of practice in collaboration with a licensed physician. Order, interpret and evaluate diagnostic tests to identify and assess patient's clinical problems and health care needs. Record physical findings, and formulates plan and prognosis, based on patient's condition. Discuss case with physician and other health professionals to prepare comprehensive patient care plan. Submit health care plan and goals of individual patients for periodic review and evaluation by physician. Prescribe or recommend drugs or other forms of treatment such as physical therapy, inhalation therapy, or related therapeutic procedures. May refer patients to physician for consultation or to specialized health resources for treatment. May be designated according to field of specialization. Must have a New York State License to practice as a Registered Professional Nurse; and certification by the New York State Education Department in a specialty area to practice as a Nurse Practitioner.

Nursing Aides, Orderlies, and Attendants

Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens.

Lot 8 – “Dental Services”

Dental Assistants

Assist dentist, set up patient and equipment, and keep records.

Dental Hygienists

Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop X-rays, or apply fluoride or sealants. May also review requests for services and make recommendations to the staff dentists for final determination of prior authorization. Must possess a valid dental hygienist degree and New York State licensure.

Dentists, General

Diagnose and treat diseases, injuries, and malformations of teeth and gums and related oral structures. May treat diseases of nerve, pulp, and other dental tissues affecting vitality of teeth. May also review complex requests and make clinical determinations for procedures and services which require prior authorization. Possess a valid dental degree and New York State licensure.

Lot 9 – “Psychiatric and Psychology Services”

Psychiatrist

Screen patients to determine need for psychiatric treatment/admission to program. Obtain medical information from the other treatment providers. Patient screening, evaluations, treatment planning, education management, consultation to staff, education and training for the staff and related duties. Order laboratory tests and other routine diagnostic procedures in coordination with treatment plan. Evaluate laboratory tests and history to determine if findings are within normal limits and, when necessary, refer cases to primary physicians, noting abnormalities, recommendations for additional diagnostic procedures, possible diagnosis and treatment recommendations and plans. Formulate diagnosis and treatment plans. Refer patients to other treatment providers based on diagnostic and treatment needs. Explain to and answer questions from patients, their caregivers and families about treatment plans, test procedures and psychiatric diagnosis. Comply with American Medical Association, Joint Commission, Federal, State and local standards relating to patient care and related activities. Prescribe medications in accordance with the guidelines of the program, OMH/Facility policy. Counsel and instruct patients and caregivers about their conditions and health issues, such as effects of nutrition, exercise, drugs, alcohol. Must be board-certified or board-eligible Child and/or Adult psychiatrist by the American Board of Psychiatry and Neurology. Must possess a valid license to practice medicine in the State of New York. Must possess and maintain a valid Federal Narcotics Number.

Psychologists, Clinical

Diagnose or evaluate mental and emotional disorders of individuals through observation, interview, and psychological tests, and formulate and administer programs of treatment. Must possess a valid New York State license to practice Psychology.

Lot 10 – “Light Industrial Occupations”

Asbestos Removal Worker

Remove asbestos from ceilings, walls, beams, boilers, and other structures, following hazardous waste handling guidelines. Assemble scaffolding and seal off work area, using plastic sheeting and duct tape. Position mobile decontamination unit or portable showers at entrance of work area. Build connecting walkway between mobile unit or portable showers and work area, using hand tools, lumber, nails, plastic sheeting, and duct tape. Position portable air evacuation and filtration system inside work area. Spray chemical solution over asbestos covered surfaces, using tank with attached hose and nozzle, to soften asbestos. Cut and scrape asbestos from surfaces, using knife and scraper. Shovel asbestos into plastic disposal bags and seal bags, using duct tape. Clean work area of loose asbestos, using vacuum, broom, and dustpan. Place asbestos in disposal bags and seal bags, using duct tape. Dismantle scaffolding and temporary walkway, using hand tools, and place plastic sheeting and disposal bags into transport bags. Seal bags, using duct tape, and load bags into truck.

Boiler Makers

Construct, assemble, maintain, and repair stationary steam boilers and boiler house auxiliaries. Align structures or plate sections to assemble boiler frame tanks or vats, following blueprints. Work involves use of hand and power tools, plumb bobs, levels, wedges, dogs, or turnbuckles. Assist in testing assembled vessels. Direct cleaning of boilers and boiler furnaces. Inspect and repair boiler fittings, such as safety valves, regulators, automatic-control mechanisms, water columns, and auxiliary machines.

Carpenters

Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Include brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways to control the proper circulation of air through the passageways and to the working places.

Electrician

Plan layout, install, and repair wiring, electrical fixtures, apparatus, and control equipment. Plan new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and State and local electrical codes. Prepare sketches showing location of wiring and equipment, or follow diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring. Measure, cut, bend, thread, assemble, and install electrical conduit, using tools, such as hacksaw, pipe-threader, and conduit bender. Pull wiring through conduit. Splice wires by stripping insulation from terminal leads, using knife or pliers, twisting or soldering wires together, and applying tape or terminal caps. Connect wiring to lighting fixtures and power equipment, using hand tools. Install control and distribution apparatus, such as switches, relays, and circuit-breaker panels, fastening in place with screws or bolts, using hand tools and power tools. Connect power cables to equipment, such as electric range or motor, and install grounding leads. Test continuity of circuit to ensure electrical compatibility and safety of components, using testing instruments, such as ohmmeter, battery and buzzer, and oscilloscope. Observe functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement. May repair faulty equipment or systems

Insulator

Apply, remove, and repair insulating materials, surface coatings and cladding on industrial equipment, pipes, ductwork, or other mechanical systems such as heat exchangers, tanks, and vessels, to help control noise and maintain temperatures. Have an understanding of some articles and take precautions as mentioned in NYS Labor code rule 56. Cover, seal, or finish insulated surfaces or access holes with plastic covers, canvas strips, sealants, tape, cement or asphalt mastic. Insulate cold or hot surface vats, vessels, boilers, steam pipes, and water pipes to prevent the loss of heat or cold and prevent burns.

Laborers

Perform tasks involving physical labor at building, highway, and heavy construction projects, tunnel and shaft excavations, and demolition sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, clean up rubble and debris, and remove asbestos, lead, and other hazardous waste materials. May assist other craft workers.

Masons

Smooth and finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs using a variety of hand and power tools. Align forms for sidewalks, curbs, or gutters; patch voids; use saws to cut expansion joints. **May also install, set, and/or repair brick, block, tile, stone, etc. and apply grout, cement, mortar, or other bonding agents.**

Operating Engineer – Building

Necessary duties include operation of a garbage truck and completing daily trash pickups. Duties can sometimes encompass minor highway work, minor lane closures, working close to underground utilities, operating in tight areas, safely operating around a highly populated complex, and safely maneuvering the complex during weather events. Due to the varying degree of equipment that needs to be operated to achieve the goals of the facilities, a CDL class B with Air Brakes certification is required.

Operating Engineer – Heavy & Highway

Necessary duties include operating equipment including street sweepers, front end loaders, dump trucks, skid steers, forklifts, backhoes, excavators, boom trucks, and aerial lifts. May also include snow removal duties requiring operating standard plow trucks, double wing plow trucks, and salt spreaders. Duties can sometimes encompass minor highway work, minor lane closures, working close to underground utilities, operating in tight areas, safely operating around a highly populated complex, and safely maneuvering the complex during weather events. Due to the varying degree of equipment that needs to be operated to achieve the goals of the facilities, a CDL class B with Air Brakes certification is required.

Painter

Apply coats of paint, varnish, stain, enamel, or lacquer to decorate and protect interior or exterior surfaces, trimmings, and fixtures of buildings and other structures. Read work order or receive instructions from supervisor regarding painting. Smooth surfaces, using sandpaper, brushes, or steel wool, and remove old paint from surfaces, using paint remover, scraper, wire brush, or blowtorch to prepare surfaces for painting. Fill nail holes, cracks, and joints with caulk, putty, plaster, or other filler, using caulking gun and putty knife. Select premixed paints or mixes required portions of pigment, oil, and thinning and drying substances to prepare paint that matches specified colors. Remove fixtures, such as pictures and electric switch covers, from walls prior to painting, using screwdriver. Spread drop cloths over floors and room furnishings, and covers surfaces, such as baseboards, doorframes, and windows with masking tape and paper to protect surfaces during painting. Paint surfaces, using brushes, spray gun, or paint rollers. Simulate wood grain, marble, brick, or tile effects. Apply paint with cloth, brush, sponge, or fingers to create special effects. Erect scaffolding or set up ladders to perform tasks above ground level.

Plumber

Assemble, install and repair pipes, fittings, and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Study building plans and working drawings to determine work aids required and sequence of installations. Inspect structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locate and mark position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level, and plumb bob. Cut openings in walls and floors to accommodate pipe and pipefittings, using hand tools and power tools. Cut and thread pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bend pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assemble and install valves, pipefittings, and pipes composed of metals, such as iron, steel, brass, and lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. Join pipes by use of screws, bolts, fittings, solder, plastic solvent, and caulks joints. Fill pipe system with water or air and read pressure gauges to determine whether system is leaking. Install and repair plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repair

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and maintain plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.

Roofers

Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, and related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures. Align roofing materials with edges of roofs. Apply alternate layers of hot asphalt or tar and roofing paper to roofs, according to specification. Apply gravel or pebbles over top layers of roofs, using rakes or stiff-bristled brooms. Apply plastic coatings and membranes, fiberglass, or felt over sloped roofs before applying shingles. Cement or nail flashing-strips of metal or shingle over joints to make them watertight. Cover exposed nail heads with roofing cement or caulking to prevent water leakage and rust. Cover roofs and exterior walls of structures with slate, asphalt, aluminum, wood, gravel, gypsum, and/or related materials, using brushes, knives, punches, hammers, and other tools. Cut felt, shingles, and strips of flashing; and fit them into angles formed by walls, vents, and intersecting roof surfaces. Cut roofing paper to size using knives; and nail or staple roofing paper to roofs in overlapping strips to form bases for other materials. Glaze top layers to make a smooth finish or embed gravel in the bitumen for rough surfaces.

Sheet-Metal Worker

Plan, lays out, fabricate, assemble, install, and repair sheet metal parts, equipment, and products, utilizing knowledge of working characteristics of metallic and nonmetallic materials, machining, and layout techniques, using hand tools, power tools, machines, and equipment. Read and interprets blueprints, sketches, or product specifications to determine sequence and methods of fabricating, assembling, and installing sheet metal products. Select gauge and type of sheet metal, such as galvanized iron, copper, steel, or aluminum, or nonmetallic material, such as plastics or fiberglass, according to product specifications. Lay out and marks dimensions and reference lines on material, using scribes, dividers, squares, and rulers, applying knowledge of shop mathematics and layout techniques to develop and trace patterns of product.

Sprinkler Fitter

A sprinkler fitter is responsible for installing, testing and maintaining all types of fire-protecting systems, including pipe systems and valves. They cut, thread, assemble, and bond pipes and tubes according to equipment specifications and industry standards. It is this person's responsibility to make sure all fire protecting systems are working well and pass every fire inspection and meet all required NFPA regulations and/or NYS Fire Code. In all tasks, the sprinkler fitter must coordinate the work plan regarding flow tests, projects and upgrades with all the stakeholders, follow relevant safety regulations, including those related to wearing safety equipment.

Stationary Engineer

Operates, repairs, and maintains stationary mechanical and electrical equipment including boilers, generators, refrigeration, and turbines in buildings, plants or industrial facilities providing heat, hot water, ventilation, air conditioning, direct digital and analog control systems and electrical distribution. Ensures that equipment is operating safely and within established limits. Conducts monitoring and failure analysis of meters, gauges and controls to determine the need for repair or replacement of parts. Performs preventative maintenance and documents completed procedures. Possess and maintain a valid, unrestricted New York State motor vehicle operator's license. Should possess United States Environmental Protection Agency Section 608 Technician Certification (Universal).

Welder

Assembles and tack-welds steel frames and other component parts of machinery and equipment in preparation for final welding: Measures and marks locations for metal components on assembly table, following blueprints. Lifts and positions components on assembly table, using electric crane, jacks, and shims. Verifies position of metal components in assembly, using straightedge, combination square, calipers, and rule. Clamps metal components to assembly table for welding. Removes rough spots from castings, using portable powered grinder and hand file, to fit and assemble parts. Tack-welds parts in preparation for final welding. Moves assembly to storage area, using electric crane.