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Schedule for - TEMPORARY ADMINISTRATIVE AND PROFESSIONAL SERVICES (TAPS)

Federal Supply Group: 736 Class: R499

Contract Number: GS-02F-118BA

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Contract Period: July 03, 2014 – July 02, 2019

Contractor: S Brooks & Associates, Inc.
1130 NE Albert Street
Portland, OR 97211 5002

Business Size: Small
Business Type: Minority, Veteran-Owned

Telephone: (503) 284-7930
FAX Number: (503) 284-7977
Web Site: www.sbrooks.com

Contract Administration:

Simone M Brooks
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(503) 284-7930
1130 NE Alberta Street
Portland, OR 97211



1a. Table of Awarded Special Item Number(s): 736-1, 736-3, 736-4, 736-5
1b. Labor Categories and Rate

SIN 736-1: ADMIN SUPPORT & CLERICAL OCCUPATIONS	
Accounting Clerk II *	26.82
Accounting Clerk III *	32.74
Administrative Assistant *	35.17
Data Entry Operator I *	23.23
Data Entry Operator II *	24.97
General Clerk I *	22.75
General Clerk II *	24.33
General Clerk III *	29.18
Personnel Assistant II *	32.30
Personnel Assistant III *	33.62
Receptionist *	25.15
Secretary I *	27.87
Secretary II *	30.55
Secretary III *	39.79
SIN 736-3: GENERAL SERVICES AND SUPPORT OCCUPATIONS	
Trail Maintenance Worker *	21.77
Material Coordinator /Expediter *	32.42
Material Handling Laborer *	23.51
Shipping/Receiving Clerk *	25.09
Warehouse Specialist *	25.81
Laborer *	23.02
SIN 736-4: INFORMATION AND ARTS OCCUPATIONS, INCLUDING MISCELLANEOUS OCCUPATIONS	
Media Specialist I *	28.78
Media Specialist II *	31.57
Photographer II *	28.61
Lifeguard *	22.72
Park Attendant (Aide) *	30.20
Recreation Aide *	23.11
Recreation Specialist	31.87
Cashier *	21.99
Survey Party Chief *	41.22
Surveying Aide *	26.46
Surveying Technician *	34.30
SIN 736-5: TECHNICAL AND PROFESSIONAL OCCUPATIONS	
Archeological Technician I *	28.13
Archeological Technician II *	32.70

Archeological Technician III *	33.76
Civil Engineering Tech *	41.61
Drafter/CAD Operator IV *	37.73
Engineering Technician VI *	53.65
Environmental Technician *	28.92
Laboratory Technician *	28.92
Technical Writer II *	41.55
Technical Writer III *	55.80
<i>INSPECTOR (BUILDING/CONSTRUCTION)</i>	<i>44.02</i>
<i>(OUTDOOR) REC. PLANNER</i>	<i>37.38</i>
<i>PUBLIC AFFAIR OFFICER</i>	<i>46.88</i>
<i>FORESTER</i>	<i>65.40</i>
<i>BUDGET ANALYST</i>	<i>52.60</i>
<i>BIOLOGIST (WILDLIFE/FISHERY)</i>	<i>49.27</i>
<i>BUSINESS ANALYST</i>	<i>40.75</i>
<i>CIVIL ENGINEER I</i>	<i>44.89</i>
<i>CIVIL ENGINEER II</i>	<i>53.65</i>
<i>MINING & GEOLOGICAL ENGINEER</i>	<i>67.58</i>
<i>FACILITATOR I</i>	<i>44.02</i>
<i>FACILITATOR II</i>	<i>62.89</i>
<i>NATURAL RESOURCE SPECIALIST</i>	<i>50.31</i>
<i>HYDROLOGIST</i>	<i>49.76</i>
<i>HUMAN RESOURCE (HR) SPECIALIST</i>	<i>49.76</i>

* Indicates SCA eligible categories

Job category description followed page 6

1c. SCA Matrix

SCA Eligible Contract Labor Category	SCA equivalent Code- Title		WD Number
Accounting Clerk II	01012	Accounting Clerk II	2005-2441
Accounting Clerk III	01013	Accounting Clerk III	2005-2441
Administrative Assistant	01020	Administrative Assistant	2005-2441
Data Entry Operator I	01051	Data Entry Operator I	2005-2441
Data Entry Operator II	01052	Data Entry Operator II	2005-2441
General Clerk I	01111	General Clerk I	2005-2441
General Clerk II	01112	General Clerk II	2005-2441
General Clerk III	01113	General Clerk III	2005-2441
Personnel Assistant 2	01262	Personnel Assistant 2	2005-2441
Personnel Assistant 3	01263	Personnel Assistant 3	2005-2441
Receptionist	01280	Receptionist	2005-2441
Secretary I	01311	Secretary I	2005-2441
Secretary II	01312	Secretary II	2005-2441
Secretary III	01313	Secretary III	2005-2441
Trail Maintenance Worker	11330	Trail Maintenance Worker	2005-2441
Material Coordinator /Expediter	21030	Material Coordinator /Expediter	2005-2441
Material Handling Laborer	21050	Material Handling Laborer	2005-2441
Shipping/Receiving Clerk	21130	Shipping/Receiving Clerk	2005-2441
Warehouse Specialist	21410	Warehouse Specialist	2005-2441
Laborer	23470	Laborer	2005-2441
Media Specialist I	13061	Media Specialist I	2005-2441
Media Specialist II	13062	Media Specialist II	2005-2441
Photographer II	13072	Photographer II	2005-2441
Lifeguard	28310	Lifeguard	2005-2441
Park Attendant (Aide)	28350	Park Attendant (Aide)	2005-2441
Recreation Aide	28510	Recreation Aide	2005-2441
Recreation Specialist	28515	Recreation Specialist	2005-2441
Cashier	99030	Cashier	2005-2441
Survey Party Chief	99830	Survey Party Chief	2005-2441
Surveying Aide	99831	Surveying Aide	2005-2441
Surveying Technician	99832	Surveying Technician	2005-2441
Archeology Technician I	30021	Archeology Technician I	2005-2441
Archeology Technician II	30022	Archeology Technician II	2005-2441
Archeology Technician III	30023	Archeology Technician III	2005-2441
Civil Engineering Technician	30086	Civil Engineering Technician	2005-2441
Drafter/CAD Operator IV	30064	Drafter/CAD Operator IV	2005-2441
Engineering Technician VI	30086	Engineering Technician VI	2005-2441

Laboratory Technician	30210	Laboratory Technician	2005-2441
Technical Writer II	30462	Technical Writer II	2005-2441
Technical Writer III	30463	Technical Writer III	2005-2441

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the US Department of Labor Wage Determination number identified. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

1d. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic only

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices.

7. Quantity discounts: None Offered

8. Prompt payment terms: Net 30 days

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will accept over \$3,000

10. Foreign items (list items by country of origin): None

11a. Time of Delivery: Specified on the Task Order

11b. Expedited Delivery. Contact Contractor

11c. Overnight and 2-day delivery. Contact Contractor

11d. Urgent Requirements. Contact Contractor

12. F.O.B Points(s): Destination



- 13a. Ordering Address(es):** Same as Contractor
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment address(es):** Same as company address
- 15. Warranty provision:** Not applicable
- 16. Export Packing Charges (if applicable):** Not applicable
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** Not applicable
- 19. Terms and conditions of installation (if applicable):** Not applicable
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not applicable
- 20a. Terms and conditions for any other services (if applicable):** Not applicable
- 21. List of service and distribution points (if applicable):** Not applicable
- 22. List of participating dealers (if applicable):** Not applicable
- 23. Preventive maintenance (if applicable):** Not applicable
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** Not applicable
- 24b. Section 508 applicability:** Not applicable
- 25. Data Universal Numbering System (DUNS) number:** 04-4867034
- 26. Notification regarding registration in Central Contractor Registration (CCR)/SAM database:** Registered

Labor	Description	SCA	Education	Experience
SIN 736-1 : Admin Support & Clerical				
Accounting Clerk II	Accounting Clerk must be proficient in calculators, adding machines, billing, purchasing, petty cash, cash disbursement, inventory control, bank deposits, tracking/logging invoices, and filing. A/P, A/R, bank reconciliation, proficient with spreadsheets, knowledgeable in various accounting software. Senior Accountant Clerks must be proficient in trial balances, income statement, general ledger and financial reports.	yes	High school diploma; some college prefer	1 year
Accounting Clerk III		yes	High school diploma; some college prefer	2-3 years
Administrative Assistant	Performs administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls, receiving and directing visitors, word processing, filing, and faxing. Extensive software skills are required, as well as Internet research abilities and strong communication skills. Supports senior level managers and may supervise other support staff.	yes	High School degree, some college preferred.	1 year
Data Entry Operator I	This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.	yes	High school diploma	1-2 years
Data Entry Operator II		yes	High school diploma	3+ years
General	performs general industrial and clerical duties. Must be able answer telephones, distribute the mail, copying and faxing; typing and word-processing skills.	yes	High school	0-1 year
General		yes	High school	2 years
General Clerk III		yes	High school	3+ years
Messenger Courier	Picks up and delivers packages. May also be expected to distribute and route mail and packages. Has knowledge of commonly-used concepts, practices and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.	yes	High school diploma	0-2 years
Personnel Assistant II	Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, benefits administration, organization development and training. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require	yes	High school diploma, some college prefer	3-5 years
Personnel Assistant III		yes	High school diploma, some college prefer	5+ years

Labor	Description	SCA	Education	Experience
Receptionist	This position greets visitors, determining nature of visits and directing visitors to appropriate persons. The Receptionist may also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. In this position, one may also work on a computer and perform other routine clerical work that may occupy the major portion of the worker's time.	yes	High school diploma; good communication and people skills	0-2 years
Secretary I	Provides general clerical duties; proficient in typing, answering telephones, faxing, copying, e-mail, Internet and distributing the mail. Must be knowledgeable in computer skills including, WordPerfect 6.1, MS Word 6.0, Excel, Powerpoint, Quattro-Pro, Ami-Pro, Lotus 1-2-3, Lotus Notes, Database and Desktop Publishing. Secretaries must be proficient in dictation, Dictaphone, editing, proofreading, writing, travel arrangements, conference planning, budgeting, and special projects assigned.	yes	High school diploma	0-2 years
Secretary II		yes	High school diploma	3-5 years
Secretary III		yes	High school diploma; some college prefer; knowledge in field	5+ years
SIN 736-3: General Services and Support				
Trail Maintenance Worker	Removes fallen and leaning dead trees, encroaching limbs and brush, minor repair of tread, tread drainage and tread drainage structures and trail location marking. The Trail Maintenance Worker removes downed limbs, loose rock and debris from trail ways.	yes	none	0-2 years
Material Coordinator /Expediter	Locates and moves materials and parts between work areas to expedite processing of goods, according to pre-determined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand; expedites movement of materials between storage and production areas, compares work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.	yes	High school diploma; some college prefer; good driving record; forklift license	2-5 years

Labor	Description	SCA	Education	Experience
Material Handling Laborer	Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or	yes	none	0-2 years
Ship/Receive Clerk	shipping/receiving goods of the establishment ; may direct and coordinate the activities of other workers engaged in handling goods; verifying that orders are accurately filled/received by comparing items and quantities of goods gathered for shipment/receiving against documents; insuring items are properly packaged, identified with shipping information, and loaded into	yes	High school diploma	0-2 years
Warehouse Specialist	performs a variety of warehousing duties that require an understanding of the establishment's storage plan. verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment; operate hand or power trucks in performing warehousing duties.	yes	High school diploma; forklift license	1-2 years
Laborer	Performs any combination of manual labor tasks in various environments, using hand tools: Digs trenches for building foundations or for drainage around oil wells, storage tanks, and other installations. Fills excavations with dirt, using shovels. Loads and unloads trucks by hand or using hand trucks. Mixes concrete, using hoe and shovel. Carries concrete and tamps it into building forms. Bails spilled oil into buckets and barrels. Cleans and performs routine adjustments to machinery.	yes	Ability to handle 50 lbs.	0-2 years
SIN 736-4: Information and Arts				
Media Specialist I	Creates and maintains functionality for a variety of media sources, in addition to introduction of new media technology. Troubleshoots and resolves media errors and data processing problems; lower level media specialists focus on preplanned procedures when troubleshooting, while higher level media specialist may deviate from standard operating procedures.	yes	High school diploma; some college prefer	0-2 years
Media Specialist II		yes	High school diploma; some college prefer	3-4 years
Photographer II	Takes pictures requiring knowledge of photographic techniques, equipment, and processes. Be familiar with the organization's activities along with artistic ability. Depending on the objectives of the assignment, photographers use standard equipment and/or use special-purpose equipment . Work is reviewed for quality and acceptability. The Photographer may also develop, process, and edit film/tape/photo as needed.	yes	High school diploma	3-4 years

Labor	Description	SCA	Education	Experience
Lifeguard	Monitors activities at swimming pool to prevent accidents and to provide assistance to swimmers, maintains order in pool and pool areas, rescues swimmers in danger of drowning and administers first aid, inspects facilities for cleanliness, cleans pool and pool areas including bathhouse, determines chlorine content and pH value of water using water testing kit, and records readings. This person may check in and out items such as towels and personal items, may conduct or officiate at swimming meets, and may give swimming instruction.	yes	May be required to pass physical assessment; CPR certified; water safety knowledge/formal training	0-2 years
Park Attendant (Aide)	Assists in operation of state or national parks, monument, historic site, or recreational areas. greets visitors at facility entrance, hands out informational pamphlets, maps, explains regulations etc. assigns campground or recreational sites, collects fees, fills out camping and visitor permits, and maintains register of campers and visitors, maintains campgrounds and other areas, cautions visitors against infractions of rules, and reports all disturbances and problems to superior officer or as a last resort to local law enforcement officers. replenishes firewood, and assists in maintaining camping and recreational areas in clean and orderly condition, and conducts tours of premises and answers visitors' questions when stationed at historic park, site or monument.	yes	People and customer service skills	0-2 years
Recreation Aide/Health Facility Attendant	Accepts reservations, collects fees, hands out towels, checks out equipment, maintains records of material used, number of patrons and other required information for operation of the facility. May prepare individual exercise records including measuring and patrons exercise objectives. Demonstrates proper use of equipment. May monitor exercise areas, sauna, steams rooms, whirlpool and dressing areas to ensure compliance with facility rules.	yes	People and customer service skills	0-2 years
Recreation Specialist	Plans, organizes, and directs comprehensive public and voluntary recreation programs at recreation building, indoor center, playground, playfield, or day camp. This person studies and analyzes recreational needs and resources, oversees and assigns duties to staff, interprets recreation programs and their philosophy to individuals and groups through personal participation and staff assignments, and schedules maintenance and use of facilities.	yes	People and customer service skills	0-2 years

Labor	Description	SCA	Education	Experience
Cashier	Receives cash from customers or employees in payment for goods or services and records amounts received, computes or re-computes bills, itemized lists, and tickets showing amount due using adding machine or cash register, makes change, cashes checks and issues receipts or tickets to customers; records amounts received, prepares reports of transactions, reads and records totals shown on cash register tape and verifies against cash on hand.	yes	none	0-2 years
Survey Party Chief	Leads day-to-day work activities of survey party under direction of land surveyor performing surveying duties not requiring licensure; supervises crew engaged in gathering data about the earth's surface using a variety of surveying instruments and in clearing land and setting stakes to identify certain points; checks final field notes for clarity and accuracy and completes transmittal forms.	yes	High school diploma, some college prefer	1-2 years
Surveying Aide	Assists in surveying land with manual labor and data collection: holds level or stadia rod at designated points to assist in determining elevations and laying out stakes for map making, construction, mining, land, and other surveys, calls out reading or writes station number and reading in notebook; marks points of measurements	yes	Basic reading and writing skills	0-2 years
Surveying Technician	Obtains data pertaining to angles, elevations, points, and contours used for map making, mining, or other purposes, using alidade, level, transit, plane table, theodolite, electronic distance measuring equipment, and other surveying instruments, compiles notes, sketches, and records of data obtained and work performed, and directs work of subordinate members of survey team.	yes	High school diploma	1-2 years
SIN 736-5: Technical and Professional				
Archeologica I Technician I	Provides technical support to professional Archeologist, utilizing understanding of anthropological and archeological field techniques in connection with locating, testing/ evaluating and excavating cultural resource sites, conducts pre-field office research, field surveys, and site testing, using a variety of reference materials. Interviews source individuals, aerial photographs and technical instruments, search areas of proposed projects for evidence of historic and re-historic archeological remains, and determine exact locations of sites and marks them on maps and aerial photographs.	yes	High school diploma; may require specialized technical training	1 year
Archeologica I Technician II	Lower level technician generally performs excavation of project areas; searches for archaeological materials; back-fills excavated areas; assists in preparation of sketch maps and forms, and field	yes	High school diploma; some college prefer; may require specialized technical training	2-3 years

Labor	Description	SCA	Education	Experience
Archeological Technician III	photography, conducts simple surveys; determines and marks the exact locations of sites; prepares simple reports, and cleans, packages, and labels artifacts recovered from inventories and excavations and assists in the flotation of soil samples. Higher level technician generally provides coordination and supervisory roles to lower level technicians; completes plan and profile maps of excavated units; conducts research and inventories of cultural resources, findings and analysis; ensures that archeology work assignments are executed in a safe, timely manner according to established standards and procedures; maintains schedule by	yes	High school diploma; may require specialized technical training	4+ years
Civil Engineering Technician	Assists the Civil Engineer in application of principles, methods, and techniques of civil engineering technology, reviews project specifications; conducts materials testing and analysis, using tools and equipment and applying engineering knowledge necessary to conduct tests, prepares reports detailing tests and their results; surveys project sites to obtain and analyze topographical details of sites, using maps and surveying equipment, drafts/verifies detailed dimensional drawings and dimensions.	yes	Bachelor's degree; may require specialized technical training	1-2years
Drafter/CAD Operator IV	Performs drafting work manually or using a computer, requiring knowledge and skill in drafting methods, procedures, and techniques, prepares drawings of structures, facilities, land profiles, water systems, mechanical and electrical equipment, pipelines, duct systems, and similar equipment, systems, and assemblies. Drawings are used to communicate engineering ideas, design, and information; uses recognized systems of symbols, legends, shadings, and lines having specific meanings in drawings. Lower level technician prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from	yes	High school diploma; may require specialized technical training; college prefer	3 years
Engineering Technician V	Provides semi-professional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. Technicians are required to have some practical knowledge of science or engineering; may require a practical knowledge of mathematics or computer science. Prepares design drawings and assist with the design, evaluation, and/or modification of machinery and equipment. Lower level technician performs simple routine or standardized tasks under supervision. Assignment in the lower levels include: assembles equipment or parts requiring simple wiring, soldering, or connecting; conducts/records simple tests; Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations	yes	Bachelor's degree	2-3years
Engineering Technician VI	Provides semi-professional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. Technicians are required to have some practical knowledge of science or engineering; may require a practical knowledge of mathematics or computer science. Prepares design drawings and assist with the design, evaluation, and/or modification of machinery and equipment. Lower level technician performs simple routine or standardized tasks under supervision. Assignment in the lower levels include: assembles equipment or parts requiring simple wiring, soldering, or connecting; conducts/records simple tests; Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations	yes	Bachelor's degree	4-5 years

Labor	Description	SCA	Education	Experience
Environmental Technician	Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. conducts chemical and physical laboratory and field tests according to prescribed standards to determine characteristics or composition; collects samples to assist in evaluation; prepares sample for testing, records data, and prepares summaries and charts for review.	yes	Bachelor's degree	1-2 years
Laboratory Technician	performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials and substances; sets up, adjusts, operates laboratory apparatus to prepare material for testing according to established laboratory procedure. performs physical tests on samples; records test results, writes test reports describing procedures used, and prepares graphs and charts, cleans and sterilizes laboratory apparatus.	yes	High school diploma; some college prefer	2-5 years
Technical Writer II	Writes and edits technical reports, brochures, and/or manuals for internal documentation, customer reference, or publication; researches and analyzes available literature and verifies copy with appropriate departments, and may coordinate production and distribution of materials. Lower level writer revises or writes standardized material while higher level revises or writes less standardized materials with added complexity and variety. Technical writer researches, writes, edits, creates reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment; receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment; organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and	yes	College degree	3-4 years
Technical Writer III		yes	Bachelor's degree	5+ years