

## **DEFINITION OF TERMS OF MINIMUM QUALIFICATIONS:**

### **Pattern II:**

**Technical experience:** containing specialized knowledge, capabilities, or understanding of a subject in a professional capacity.

**Beyond the Trainee level:** containing professional experience and aptitude enabling candidates to work in a proficient manner, independently and without close supervision to perform a variety of technical and analytical business service activities.

#### **1. Equipment and supplies management including the preparation of purchase documents –**

Examples of such duties include but are not limited to the following:

- Prepare and process purchase request to procure all necessary equipment needs (e.g. secure office supplies, order parts and refills)
- Research product information to make informed purchasing decisions
- Consulting maintenance contracts and contacting vendors for repair/maintenance services
- Monitor purchases and contract functions
- Write specifications for supplies, rental equipment, and maintenance contracts
- Log, monitor, track, place orders, stock and plan storage methods for equipment inventory

#### **2. Building management including lease negotiation and problem resolution –**

Examples of such duties include but are not limited to the following:

- Coordinate office moves and cubicle reconfiguration
- Maintain and interpret facility floor plans
- Identify facility management issues (e.g. plumbing, electrical, pest control, climate control, elevators, vending machines) and determine appropriate resolutions
- Coordinate building repair with vendors
- Negotiate leases with vendors, contractors, and lessors to maintain facilities
- Capture and analyze data regarding building repair and maintenance to identify costs and make recommendations to management.
- Managing staff (e.g. security, janitorial services, landscaping) and monitoring their work

#### **3. Telecommunications including landwire and radio/microwave –**

**Telecommunications:** Computerized processing and transmission of data or voice over a network.

Examples of telecommunication networks are computer networks (e.g., wide area network (WAN), local area network (LAN), etc.), internet network, telephone network, wireless network or other long-distance communications systems (e.g., video conferencing, Voice Over Internet Protocol (VOIP)).

Examples of such duties include but are not limited to the following:

- Install and troubleshoot telephone issues
- Respond to telecommunication issues
- Coordinate the department's/organization's radio/microwave equipment (e.g. walkie-talkies)