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## GENERAL SERVICES ADMINISTRATION

### Federal Supply Service Authorized Federal Supply Schedule Price List

Multiple Award Schedule (MAS)  
Federal Supply Group: Professional Services  
Class: R425

Contract Number:  
**47QRAA21D003A**

Contract Period:  
March 5, 2021 – March 4, 2026

Contractor:  
BURDETTE ENGINEERING INC  
200 Regent Park Court  
Greenville, SC 29607-6546  
Ph. 864-297-8717  
FAX: 864-297-8719  
[www.burdetteengr.com](http://www.burdetteengr.com)

Contract Administration:  
Elizabeth Pullias  
Ph. 770-827-4821  
[bpullias@burdetteengr.com](mailto:bpullias@burdetteengr.com)

Business Size:  
**Small Business**

*For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov).*

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: [GSAAdvantage.gov](http://GSAAdvantage.gov).*

## **Table of Contents**

Company Overview_____	3
Customer Information_____	4-5
Awarded Labor Rates_____	6
Labor Descriptions_____	7-14
Contact Information_____	15

## **Company Overview**

Burdette Engineering was founded in 1992 to provide quality **Electrical Engineering Services** to the construction industry. We are a small business. This makes us versatile and nimble. Our team is dedicated to bringing cutting-edge, efficient, design solutions to your projects. We market to commercial, private, municipal, state and federal agencies, but value the client relationship above all else.

Although we perform electrical engineering services, we are versed at leading and coordinating larger projects with multiple disciplines. We value meeting the needs of our clients while also complying with federal and regional code requirements and conforming to schedule deadlines and budgetary requirements.

## **Mission**

To serve our community with integrity and teamwork by providing quality engineering solutions that focus both on innovation and exceeding the goals of each client on every project.

## **Scope of Services**

### **SIN 531440ENG – Engineering Services**

#### **Electrical Pre-Planning**

- Site Analysis
- Master Plans
- Project Evaluation/Criteria

#### **Electrical Design Planning**

- Feasibility Studies
- Cost Analysis
- Product/Purchasing Assistance
- LEED

#### **Electrical Construction Observation**

- Site Visits
- Quality Control
- Admin/Closeout

#### **Design / Specifications**

- Lighting Design
- Power Distribution
- High Voltage Distribution
- HVAC Distribution
- Fire Alarm & Security
- Data & Communications
- Grounding & Lightning Protection
- Arc-Flash
- Revit/BIM

#### **Project Management**

- Experience Managing Multi-Discipline Projects

**Customer Information:**

- 1a. **Special Item Number(s) (SIN) with appropriate cross-reference to item descriptions and awarded price(s):**

SIN	SIN Description
541330ENG	Engineering Services

- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.** Not Applicable.
- 1c. **Labor categories, experience, functional responsibility and education:**  
See Labor Categories below.
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic:
5. **Point of production:** 200 Regent Park Court, Greenville, SC 29607
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Labor Category Pricing below. All prices listed are net.
7. **Quantity discounts:**
- i) 0.3% off for each task order or Blanket Purchase Agreement (BPA) with an awarded value that meets or exceeds \$100,000.00 up to \$249,999.99. If a task order or BPA with the original awarded value of \$99,999.99 or below has increased to meet or exceed \$100,000.00 up to \$249,999.99 because of a modification awarded by the customer agency, then 0.3% off is applied to follow-on invoices for the respective task order or BPA.
- ii) 0.5% off for each task order or BPA with an awarded value that meets or exceeds \$250,000.00. If a task order or BPA with the original awarded value \$249,999.99 or below has increased to meet or exceed \$250,000.00 because of a modification awarded by the customer agency, then 0.5% off is applied to the follow-on invoices for the respective task order or BPA. If the offeror declines to offer or offers a lower volume discount, it will be considered acceptable as this objective is an effort to obtain better terms for the Government.
8. **Prompt payment terms: 1% Discount Net 10 days.** Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."
9. **Foreign items (list items by country of origin):** None
- 10a. **Time of Delivery:** Specified on the Task Order
- 10b. **Expedited Delivery.** Contact Contractor
- 10c. **Overnight and 2-day delivery.** Contact Contractor
- 10d. **Urgent Requirements.** Contact Contractor for Urgent Requirements.

11. **F.O.B Points(s):** Destination
- 12a. **Ordering Address(es):** Same as Contractor
- 12b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
13. **Payment address(es):** Same as company address.
14. **Warranty provision.:** Contractor's standard commercial warranty.
15. **Export Packing Charges (if applicable):** Not Applicable
16. **Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable
17. **Terms and conditions of installation (if applicable):** Not Applicable
- 18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not Applicable
- 18b. **Terms and conditions for any other services:** Not Applicable
19. **List of service and distribution points:** Not Applicable
20. **List of participating dealers:** Not Applicable
21. **Preventive maintenance:** Not Applicable
- 22a. **Special attributes such as environmental attributes:** Not Applicable
- 22b. **Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services.** N/A
23. **Data Universal Numbering System (DUNS) number:** 878029131
24. **System for Award Management (SAM) database:** Registered

**Awarded Labor Rates:**

All prices shown are for **SIN 541330ENG**. The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Awarded Labor Categories	Minimum Education	Minimum Experience	Year 1	Year 2	Year 3	Year 4	Year 5
Principal Electrical Engineer	Bachelor	10	\$190.27	\$194.46	\$198.73	\$203.11	\$207.57
Assistant Principal Electrical Engineer	Bachelor	7	\$143.58	\$146.74	\$149.97	\$153.27	\$156.64
Electrical Project Manager III	Bachelor	15	\$113.25	\$115.74	\$118.29	\$120.89	\$123.55
Electrical Project Manager II	Bachelor	10	\$86.15	\$88.05	\$89.98	\$91.96	\$93.99
Electrical Project Manager I	Bachelor	6	\$76.57	\$78.25	\$79.98	\$81.74	\$83.53
Principal Electrical Project Engineer	Bachelor	15	\$122.42	\$125.11	\$127.87	\$130.68	\$133.55
Electrical Project Engineer III	Bachelor	10	\$109.58	\$111.99	\$114.45	\$116.97	\$119.55
Electrical Project Engineer II	Bachelor	6	\$99.21	\$101.39	\$103.62	\$105.90	\$108.23
Electrical Project Engineer I	Bachelor	3	\$76.57	\$78.25	\$79.98	\$81.74	\$83.53
Electrical Engineer III	Bachelor	6	\$105.29	\$107.61	\$109.97	\$112.39	\$114.87
Electrical Engineer II	Bachelor	3	\$86.15	\$88.05	\$89.98	\$91.96	\$93.99
Electrical Engineer I	Bachelor	0	\$76.57	\$78.25	\$79.98	\$81.74	\$83.53
Drafter III*	Associate	6	\$80.85	\$82.63	\$84.45	\$86.30	\$88.20
Drafter II*	Associate	2	\$59.72	\$61.03	\$62.38	\$63.75	\$65.15
Drafter I*	Associate	0	\$52.64	\$53.80	\$54.98	\$56.19	\$57.43
Human Resources Manager	Associate	3	\$77.55	\$79.26	\$81.00	\$82.78	\$84.60
Business Development Manager	Bachelor	5	\$116.26	\$118.82	\$121.43	\$124.10	\$126.83
Office Manager*	Associate	5	\$57.43	\$58.69	\$59.98	\$61.30	\$62.65
Administrative Assistant II*	Associate	3	\$44.66	\$45.64	\$46.65	\$47.67	\$48.72
Administrative Assistant I*	High School	2	\$33.50	\$34.24	\$34.99	\$35.76	\$36.55

\*Positions that are subject to Service Contract Labor Standards.

Service Contract Labor Standards/Service Contract Act (SCLS/SCA) Matrix.

SCA Eligible Labor Categories	SCA Equivalent Code Titles	Wage Determination No's
Admin Assistant I	01301 Secretary I	2015-4433
Admin Assistant II	01302 Secretary II	2015-4433
Office Manager	01020 Administrative Assistant	2015-4433
Drafter I	30061 Drafter CAD Operator I	2015-4433
Drafter II	30062 Drafter CAD Operator II	2015-4433
Drafter III	30063 Drafter CAD Operator III	2015-4433

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

## **Labor Descriptions:**

### **Principal Electrical Engineer**

#### **Minimum Education / Years' Experience: BS / 10**

Principal and Owner is responsible for the growth, stability and overseeing the direction and daily operation of the business to include the following:

- The vision for the company and express and enforce that vision to staff.
- Business plan development, strategy and implementation.
- Make adjustments to vision and business plan should shift in marketplace dictate.
- Hire, plan and develop employees and ensure that company's vision and product are effectively communicated and implemented.
- Employee plan development and implementation. This includes employee reviews, tracking performance and progress.
- Communicate financial expectations to management staff.
- Oversee that vision and plan are carried out in day-to-day operation via the assistant principal, project manager, business development manager and drafting manager.
- Direct interface with client to ensure satisfaction and maintain ongoing relations.

### **Assistant Principal Electrical Engineer**

#### **Minimum Education / Years' Experience: BS / 7**

The assistant principal assists the principal and owner and is able to fill in for him in his absence. This position is also a precursory position for the principal position. Duties include the following:

- Assist the manager in organizing, planning and implementing strategy
- Coordinate operations
- Ensure schedules and objectives are met
- Supervise and motivate staff
- Monitor operating costs, budgets and resources
- Communicate with clients and evaluate their needs and specifications
- Create reports, analyze and interpret data
- Drive recruitment process and training & development
- Secure adherence to company's policies and guidelines

Supervisory Role: This position reports directly to Principal and oversees project managers, engineers, drafters and administrative roles in order to ensure that project is delivered on time according to client scope.

### **Electrical Project Manager III**

#### **Minimum Education / Years' Experience: BS / 15**

The Project Manager III position must be able to perform all of the duties of Project Manager II in addition to the following:

- Consistent long-term relationships with clients and trust base established based on prior performance and successful execution of projects.
- Proven ability to exceed the firm's financial objectives and enforcing the vision of the company.
- Proven ability to exceed client's goals and objectives while managing sub-contractors and suppliers.
- Proven ability to successfully manage and complete the most difficult and specialized projects under budget, exceeding client's expectations.

Supervisory Role: This position demands direct supervision over engineers, drafters, subconsultants and administrative roles in order to ensure that the project is delivered on time according to client scope.

### **Electrical Project Manager II**

#### **Minimum Education / Years' Experience: BS / 10**

The Project Manager II position must be able to perform all of the duties of Project Manager I in addition to the following:

- Proven relationships with clients and trust base established based on prior performance and execution of projects.
- Proven ability to meet the firm's financial objectives and enforcing the vision of the company.
- Proven ability to meet client's goals and objectives while managing sub-contractors and suppliers.
- Proven success with contract negotiation, review and compliance.
- Proven ability to pursue and successfully gain new clients and projects with existing clients.

Supervisory Role: This position demands direct supervision over engineers, drafters, subconsultants and administrative roles in order to ensure that the project is delivered on time according to client scope.

### **Electrical Project Manager I**

#### **Minimum Education / Years' Experience: BS / 6**

The Project Manager position is an all-encompassing position. It may require the technical engineering expertise in a project engineering role as well as commercial negotiation, contract and budgetary management from project onset to completion. Specific responsibilities include:

- Primary contact for client. Requires regular communication with client.
- Determination of exactly what the overall project goals and objectives are and managing the team to perform it.
- Contract negotiation, review and compliance.
- Determining and complying with timeline, overall budgets, change orders and deliverables of all disciplines.
- Responsible for meeting the client's project goals and objectives, while adhering to the firm's QA/QC process.
- Meet the firm's financial objectives by forecasting current and future requirements.
- Attend meetings with architects, owners and building managers to discuss current and future projects.
- Responsible for business development and pursuing new clients and projects, maintaining and enforcing current client relationships and negotiating proposal scopes and fees.
- Administrative duties include: accurate weekly timesheets, weekly expense reports, proposals, change orders, attendance at interoffice weekly meeting and quarterly QA meetings.

Supervisory Role: This position demands direct supervision over engineers, drafters, subconsultants and administrative roles in order to ensure that the project is delivered on time according to client scope.

### **Principal Electrical Project Engineer**

#### **Minimum Education / Years' Experience: BS / 15**

This principal role will need to have all of the characteristics of the overall project engineer and perform the duties of Project Engineer III but also have a minimum 15 years experience in the field. Must demonstrate specialized skill set in field and independent, proactive mindset. Additional duties and expectations include the following:

- All Essential Functions of Project Engineer III.
- Extreme knowledge and expertise in field including codes and standards, prudent industry practice and regulatory compliance.
- QA Leader
- Process Leader
- Special Projects per Principal

Supervisory Role: Supervises Project Engineer I and II and III.

### **Electrical Project Engineer III**

#### **Minimum Education / Years' Experience: BS / 10**

Project Engineer III must be able to perform all of the duties of Project Engineer II in addition to the following: Specific responsibilities include:

- All Essential Functions of Project Engineer II.
- No direct supervision required by Project Manager. Works independently to determine technical solutions when problems are presented.



- Proven ability to problem-solve, and design within determined budget. • Consistently delivers superior design deliverable within budget parameters or below budget. Directly responsible for Quality Assurance of design and drafting parameters.
- Administrative duties include: accurate weekly timesheets, weekly expense reports, attendance at interoffice weekly meeting and quarterly QA meetings.

Supervisory Role: This position demands direct supervision over engineers, drafters and subconsultants in order to ensure that the project is delivered on time according to client scope.

### **Electrical Project Engineer II**

#### **Minimum Education / Years' Experience: BS / 6**

Project Engineer II must be able to perform all of the duties of Project Engineer I in addition to the following: Specific responsibilities include:

- All Essential Functions of Project Engineer I.
- Little to no supervision required by Project Manager. Works independently to determine technical solutions when problems are presented.
- Proven ability to problem-solve, and design within determined budget.
- Hands on with ongoing Quality Assurance of design and drafting parameters.
- Administrative duties include: accurate weekly timesheets, weekly expense reports, attendance at interoffice weekly meeting and quarterly QA meetings.

Supervisory Role: This position demands direct supervision over engineers, drafters and subconsultants in order to ensure that the project is delivered on time according to client scope.

### **Electrical Project Engineer I**

#### **Minimum Education / Years' Experience: BS / 3**

For Project Engineer I versatility is key. This position may require performance of engineering and drafting duties in addition to technical management of the project. Specific responsibilities include:

- Determination and delegation of required duties to complete project from start to finish including: engineering and drafting needs.
- Determination and responsibility for creating technical budgets and ensuring that deliverable is performed within the parameters of this budget.
- Ensure basic deliverables and products including calculations, drawings, and specifications are completed on time according to client's scope of service. Requires thorough knowledge and interpretation of code compliance requirements and industry standards.
- Knowledge of general building construction and electrical systems is essential.
- Responsible for meeting the client's project goals and objectives, while adhering to the firm's QA/QC process.

Supervisory Role: This position demands direct supervision over engineers, drafters and subconsultants in order to ensure that the project is delivered on time according to client scope.

### **Electrical Engineer III**

#### **Minimum Education / Years' Experience: BS / 6**

This senior person will need to have all of the characteristics of the overall engineer and perform the duties of Engineer II but also have a minimum 6-8 years experience in the field. Professional Engineer Certification is required. Additional duties and expectations include the following:

- In-depth, expert knowledge of electrical systems design.
- Technical manager and coordinator.
- Must have proven record of success completing projects on time and within budget parameters.
- Creative design latitude is highest and independent project management and execution is required.
- Final checkpoint for quality control of drawing packages.
- Supervisory and coaching role with respect to other engineers and support staff.
- Expert resource for other engineers and staff.
- Must be able to stamp and sign drawings for issue (PE certification required).
- Use knowledge of repeat clients as tool for marketing firm to further business development.

- Responsible for watching for latest strategies, tools and techniques used within the industry to incorporate them into our firm guidelines and processes where appropriate.
- Participate in professional development training as well as suggest training at lower levels.

Supervisory Role: Supervises Engineer I and II.

### **Electrical Engineer II**

#### **Minimum Education / Years' Experience: BS / 3**

Engineer II will need to have all of the characteristics of the overall engineer and perform the duties of Engineer I but also have a minimum 3-5 years' experience in the field. Additional duties and expectations include the following:

- Use experience and judgment to plan and accomplish goals more independently.
- Meet project deadlines consistently.
- Be reliable client contact for project communications.
- Independently problem-solve.
- Draft/edit project electrical specifications.
- Keep project manager regularly informed.
- Participate directly in quality assurance process improvements.
- Assists Engineer I as necessary, may have supervisory role.
- Participate in professional development training.

Supervisory Role: None required for this position. Occasionally may assist Engineer I if needed.

### **Electrical Engineer I**

#### **Minimum Education / Years' Experience: BS / 0**

Engineer I is expected to apply principles and techniques of electrical engineering to accomplish the following:

- Read and be informed of design scope to have a good understanding of what the client wants.
- Perform in the field assessments both at the start of the job to verify existing conditions and at the end to confirm compliance with design.
- Create electrical design models with AutoCAD or Revit software at the various stages of design: Schematic, Budget Pricing, Design Development, Construction Documents, Final Issue.
  - o Schematic layout of devices (Power, Communications, Fire Alarm)
  - o Single line.
  - o Schematic layout of lighting fixtures
  - o Lighting control concept
  - o Electrical room layout and sizing
  - o Fixture selection made and on plans
  - o Egress lighting layout
  - o Emergency lighting concept
  - o HVAC loads and equipment selection
  - o Lighting and power circuited
  - o Panel schedules
  - o Emergency code analysis
  - o Legend, notes
  - o Equipment schedules
  - o AV Voice Data
  - o Electrical service entrance
  - o Generator located, sized
  - o Details, Risers
  - o Cable Trays routing
  - o Coordinate architectural elevation with device heights.
- Comply with federal and state codes and regulations.
- Perform ComCheck.
- Relate with project manager on the design team to incorporate their input into the overall electrical design.  
Communicate with clients and contractors and interoffice staff on a regular basis to proactively anticipate problems or deal with changes.
- Document all site visits, meetings, findings.
- Review shop drawings and perform construction observation.
- Follow project to its completion to perform final punch and systems testing.
- Participate in professional development training.
-

### **Drafter III**

#### **Minimum Education / Years' Experience: Associate / 6**

This person should possess all of the characteristics of Drafter II and have at least 5 years experience in the field. In addition to all of the duties outlined for Drafter II this position requires managerial responsibility as well as proficient drafting skills. Ability to problem-solve, excellent time management skills, monitoring/assessing performance to make improvements, and management of personnel and resources are also required. The senior level drafter must be proficient in both AutoCAD and Revit. They are the primary interface with engineers and principals for their drafting needs and manage the drafting department resources and standards. Duties will include all of those listed at Drafter II to include but not limited to the following:

- AutoCAD drafting manager to allocate drafting resources based on engineer needs and predetermined deadlines.
- Revit drafting manager to allocate drafting resources based on engineer needs and predetermined deadlines.
- CAD new project setup to include organization and printing of existing drawings.
- Revise designs to re-work or eliminate conflicts based on client needs.
- Complex problem solving to include identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Responsible for maintaining up to date company drafting standards.
- Responsible for maintaining and updating symbology, details, legends, standard drawing notes and specifications on drawings.
- Responsible for QA plan with respect to drafting standards.
- Oversees meetings involved with Revit or AutoCAD improvements.

Supervisory Role: Management of Drafting Department required. Delegation of project drafting to staff required. Responsible for QA with respect to drafting standards and meetings involved with ongoing Revit and AutoCAD internal improvements.

### **Drafter II**

#### **Minimum Education / Years' Experience: Associate / 2**

This person should have all of the characteristics of Drafter I but minimum 2-5 years experience in the field. They will also have direct interaction with client to clarify and facilitate details on drawings, title blocks. They may also be responsible for direct production of product/packages; printing and/or delivery by hardcopy or electronically via email or Dropbox. Drafter II must also be able to work with AutoCAD software as well as have a working knowledge of Revit. Duties will include all of those listed as Drafter I including but not limited to the following additional duties:

- Able to produce electrical drawings in either AutoCAD or Revit software from engineer design and layout.
- Draw master sketches to scale showing relation of proposed installations to existing facilities.
- Production of As-Built drawings.
- Consults with engineers regarding model accuracy, design and drafting standards.
- Maintains computer hardware and software.
- Relies on experience and judgment to prioritize and accomplish goals and deadlines.

Supervisory Role: None required for this position.

### **Drafter I**

#### **Minimum Education / Years' Experience: Associate / 0**

This person is expected to be detail oriented and focused on using their knowledge to produce a drawing product that meets Burdette's Drafting Standards. They must be willing to accept supervision and instruction as an active listener and speak well with others to convey information effectively. Attention to detail, good time management skills and the ability to use logic and reasoning to come up with potential solutions are valuable skills. The Drafter I, with the aid of computer-aided design and drafting (CAD or CADD) must be able to produce detailed electrical drawings per engineer's design and layout with minimal supervision. Duties will include but are not limited to:

- Using AutoCAD software, create and assemble electrical documentation drawing sets per engineer's design and instruction

- Drawings shall include:
  - Relevant Title Block Information
  - Standard Symbolology and Nomenclature
  - Clear identification of components and their capacities.
  - Wireway sizes and lengths
  - Conduit content
  - Electrical Notes
  - Tables and Legends
  - Plan Diagrams
  - Ladder Diagrams
  - External Wiring Diagrams
  - Wireway charts
  - Single Line Diagrams
- Drawings should be detailed, clear and aesthetically pleasing per Burdette's Drafting Standards.
- Drafter should coordinate and confer with supervisory, engineering staff and other personnel to resolve problems or questions.

### **Human Resources Manager**

#### **Minimum Education / Years' Experience: Associate / 3**

This person is responsible for employee relations and accounts receivable. They must possess the ability to work professionally with both staff and clients to provide the following:

- Payroll
- Employee Benefits
- Employee Expense Reimbursement
- Accounts Payable
- Accounts Receivable
- Taxes

### **Business Development Manager**

#### **Minimum Education / Years' Experience: BS / 5**

This person may perform all of the duties of the Office Manager as a full-time employee and/or as a part time employee with duties exclusive to firm marketing, business development and performance tracking. This role ensures that the firm maintains efficient business processes, maintains active relationships with clients and stays relevant within the markets it serves. This person will market the firm both in person through one on one meetings, collective Meet n Greets and through virtual media relations such as the firm's website and e-newsletters. The role of the Business Development manager may or may not include all of the duties as the Office Manager but includes and is not limited to the following additional duties:

- Writing and maintaining employee job descriptions.
- Written procedural process for our design from proposal to final punch.
- Written expectations for client interaction.
- Written site visit procedures to include safety and limiting liability practices.
- QA plan and QC procedures.
- Facilitation of written drafting guidelines in both AutoCAD and Revit.
- Employee Handbook.
- Graphic representations of employee performance tracking for quarterly evaluations and to ensure employee goals and expectations are being met.
- Face-to face, in person marketing via weekly meetings, Meet-n-Greets with office personnel.
- Expand market to neighboring cities
- Proposal preparation for any new pursuits either traditional RFQ's or SF330 prep
- Website maintenance, Quarterly newsletters
- Facebook, Twitter, Linked in

Supervisory Role: None required for this position. However, daily contact and coordination with office manager is required and may or may not supervise other administrative staff.

### **Office Manager**

#### **Minimum Education / Years' Experience: Associate / 5**

This person performs all of the professional duties of the Administrative Assistant II position and additional duties as the office manager. This role ensures that the office runs smoothly and efficiently. It requires a

high level of organizational skills and proven ability to handle multiple tasks and prioritize needs based on due dates and the individual needs and requirements of clients and staff. This position also requires a thorough understanding of how the office is run and what is required to facilitate a project from RFP through Closeout. This person must possess the ability to anticipate problems and/or potential schedule conflicts before they become a reality. They must also be proactive and recognize when something needs to be done and do it. The role of the Office Manager administrator includes all of the duties at Administrator II but also includes but is not limited to the following:

- Administrative Assistant II Duties
- New project setups
- Proposals
- Scheduling
- CAD board tracking and schedule updating
- Shop drawing tracking and coordination
- Addendums
- RFI tracking
- Specification setups and editing
- Site Visits and Meeting Minutes
- Prior Approvals
- Transmittals
- Invoicing with Quickbooks
- Quickbooks reporting as needed
- Archiving
- SF 330 and Request for Proposal Preparation to include soliciting firm's interest, proactively approaching team members, preparing packages, distributing, following up, preparing interview presentations both in PowerPoint and printed.
- Interoffice functions.

Supervisory Role: No direct supervision required for this position. Although schedule coordination will require indirect supervision of office staff to ensure that target dates are met.

### **Administrative Assistant II**

#### **Minimum Education / Years' Experience: Associate / 3**

This person performs all of the professional duties of the Administrative Assistant I position with some additional duties. This role ensures that the office runs smoothly and efficiently. It requires a high level of organizational skills and proven ability to handle multiple tasks and prioritize needs based on due dates and the individual needs and requirements of clients and staff.

The role of the Administrative Assistant II includes all of the duties at Administrative Assistant I but also includes but is not limited to the following:

- Administrative Assistant I Duties
- New project setups
- Proposals
- Scheduling
- CAD board tracking and schedule updating
- Shop drawing tracking and coordination
- Addendums
- RFI tracking
- Specification setups and editing
- Site Visits and Meeting Minutes
- Prior Approvals
- Transmittals
- Invoicing with Quickbooks
- Quickbooks reporting as needed
- Interoffice Functions.

Supervisory Role: No direct supervision required for this position. Although schedule coordination will require indirect supervision of office staff to ensure that target dates are met.

**Administrative Assistant I**

**Minimum Education / Years' Experience: High School / 2**

This person serves as the initial point of contact between clients and office personnel. They must possess a polite, positive, professional manner and make every effort to meet the needs of both callers and visitors.

The role of Administrative Assistant I is to preside over basic office needs and facilitating communications between clients, engineers and drafters as well as basic clerical duties to include but not limited to the following:

- Receptionist (Phone, messaging, meeting and greeting visitors, deliveries, faxes)
- Oversee Weekly Schedule
- Typing
- Filing
- Fed Ex/Mail
- Lunch n Learns
- Quickbooks Time Entry and Expense Entry

Supervisory Role: None required for this position.

## **Contact Us**

Our motto is “Designed to Serve.” How can we serve you?

Please reach out to us:

**Burdette Engineering, Inc.**

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Greenville, SC 29607

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