



EXAMPLE: Addendum to Request for Prevailing Wage Determination

Position: HVAC Engineer (closest to O*NET occupation Mechanical Engineer 17-2141.00)

Desired Wage: Level 1; Job Zone 4

Job Description to be used for Prevailing Wage Determination

- Designs and drafts residential and commercial HVAC (heating, ventilation and air conditioning) systems using AutoCAD software.
- Performs construction administration duties including on-site surveys and shop drawing supervision and inspection reports.
- Performs project setup tasks for all disciplines in MEP (Mechanical, Electrical & Plumbing) group.
- Confers with other engineers and supervisors to prepare proposals and contracts.
- Adjusts work assignments of project staff to maintain successful progress.
- Researches and analyses customer specifications to determine feasibility, cost and requirements for design.
- Interprets technical drawings, blueprints and schematics.
- Uses MicroStation drafting software to create and manipulate piping designs.
- Uses Trane and Elite software for HVAC load calculations and REScheck software for energy efficiency check.
- Implements Green Building standards in HVAC design to meet government regulations.

*The position of HVAC Engineer should be classified as a **Wage Level 1** occupation within the O*NET classification for a Mechanical Engineer – 17-2141.00*

This position mirrors the Wage Level 1 description in the Prevailing Wage Determination Policy Guidance for Nonagricultural Immigration Programs provided by the Department of Labor.

- The HVAC Engineer has a basic understanding of the occupation
- This position warrants the performance of tasks that require limited judgment to familiarize the HVAC Engineer with the employer's methods, practices and programs.
- The educational and experience requirements are well within the SVP, Job Zone and the Education & Training Category Code found in *Appendix D: Professional Occupations Education and Training Categories* for this position.

In addition, in completing the **Worksheet for Use in Determining OES Wage Level**, further evidence is provided that the position should be classified as a Level 1 occupation.

- Step 1. Job offer requirements match O*NET usual requirements (**1 point**)
- Step 2. Experience: Job Offer requirement of one year is lower than O*NET's usual requirements of 2-4 years per Job Zone 4. (**0 points**) [Practitioner's Note: When doing the experience analysis, the number of years associated with SVP pertains only to experience, as education is counted separately].
- Step 3. Education: B.S. requirement matches the O*NET usual requirement. (**0 points**)
- Step 4. Special Skills and Other Requirements (licenses, certificates): There are no special skills or requirements. (**0 points**)
- Step 5. Supervisory duties: There are no supervisory duties associated with this position. (**0 points**)

In adding up the results from the worksheet, the position should be classified as a **Level 1** occupation.