



# DAWSON

A Subsidiary of the Hawaiian Native Corporation

## DAWSON SOLUTIONS, LLC

310 Voyager Way STE 105  
Huntsville, AL 35806-3200

### GENERAL SERVICES ADMINISTRATION

#### **Professional Services Schedule (PSS) (Contract number: 47QRAA18D009F)**

Period of Performance: May 18<sup>th</sup>, 2018 to May 17<sup>th</sup>, 2023

Corporate GSA Manager

Gary Bergman

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**For more information on ordering from Federal Supply Schedules**  
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

## About DAWSON

**DAWSON is a Native Hawaiian Organization (NHO) 8(a) small business with 24 years of experience providing innovative and cost effective solutions to our clients across the globe. DAWSON’s strong entrepreneurial spirit, client focus, and commitment to “Kupono Ka Hana” – Excellence in Service – has enabled the firm to rapidly expand our service offerings and geographic breadth of capabilities.**

- **SBA Certified NHO 8(a)**
- **Established in 1994**
- **Over 570 Employees and Consultants**
- **HQ in Honolulu, HI**
- **Offices throughout Continental US**
- **DoD S/TS Facility Clearances**

### **Customer Information:**

1a. Table of awarded Special Item Number(s) with appropriate cross-reference to page numbers.

SIN	RECOVERY	SIN Description
899-8	899-8RC	Remediation and Reclamation 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. N/A

1c. Proposed 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 are provided in Labor Category Descriptions.

2. Maximum order: \$1,000,000

3. Minimum order: \$100

4. Geographic coverage (delivery area): Domestic and Overseas

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 (discounts already deducted).

7. Quantity discounts: .05% discount off \$250,000 to \$500,000; 1% discount off \$500,001 or more

8. Prompt payment terms. NET 30 days.

9a. Government purchase cards are accepted at or below the micro-purchase threshold. Yes

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items: none
- 11a. Time of delivery: Delivery will be negotiated at the the Task Order level.
- 11b. Expedited Delivery. Delivery will be negotiated at the the Task Order level. Contact Contractor
- 11c. Overnight and 2-day delivery. Contact Contractor
- 11d. Urgent Requirements. Agencies can also contact the DAWSON's representative to effect a faster delivery.
12. F.O.B. point(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](http://fss.gsa.gov/schedules)).
14. Payment address(es): Same as company address
15. Warranty provision: Standard Commercial Warranty
16. Export packing charges: N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). There are no specific terms and conditions for acceptance of the Government Purchase Card.Contact Contractor
18. Terms and conditions of rental, maintenance, and repair: N/A
19. Terms and conditions of installation:N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A
- 20a. Terms and conditions for any other services: N/A
21. List of service and distribution points: N/A
22. List of participating dealers: N/A
23. Preventive maintenance: N/A
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
25. Data Universal Number System (DUNS) number: 828394861
26. Notification regarding registration in Central Contractor: Solutions, LLC is registered in SAM – Cage Code 57JH5
27. Final Pricing:  
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

## GSA Schedule Price List

Item	SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
1	899-8	Program Manager	Both	\$148.44	\$151.26	\$154.13	\$157.06	\$160.04
2	899-8	Program Chemist	Both	\$80.46	\$81.98	\$83.54	\$85.13	\$86.75
3	899-8	Program Health & Safety Manager	Both	\$108.41	\$110.47	\$112.57	\$114.71	\$116.89
4	899-8	Program QA/QC Manager	Both	\$74.70	\$76.12	\$77.56	\$79.04	\$80.54
5	899-8	Geophysicist for UXO Projects	Both	\$97.39	\$99.24	\$101.13	\$103.05	\$105.01
6	899-8	Project Manager - Sr	Both	\$125.35	\$127.73	\$130.16	\$132.63	\$135.15
7	899-8	Certified Industrial Hygienist	Both	\$112.40	\$114.54	\$116.71	\$118.93	\$121.19
8	899-8	Hydrologist	Both	\$102.98	\$104.94	\$106.93	\$108.96	\$111.03
9	899-8	Environmental Engineer - Sr	Both	\$91.12	\$92.86	\$94.62	\$96.42	\$98.25
10	899-8	Environmental engineer - Mid	Both	\$97.88	\$99.74	\$101.64	\$103.57	\$105.54
11	899-8	Environmental Technician - Jr	Both	\$66.83	\$68.10	\$69.39	\$70.71	\$72.06
12	899-8	Engineer (Other) - Sr	Both	\$100.50	\$102.41	\$104.35	\$106.33	\$108.35
13	899-8	Engineer (Other) - Mid	Both	\$90.77	\$92.50	\$94.25	\$96.04	\$97.87
14	899-8	Engineer (Other) - Jr	Both	\$67.00	\$68.27	\$69.57	\$70.89	\$72.24
15	899-8	Chemist - Sr	Both	\$80.46	\$81.98	\$83.54	\$85.13	\$86.75
16	899-8	Chemist - Mid	Both	\$73.91	\$75.32	\$76.75	\$78.21	\$79.69
17	899-8	Regulatory Specialist	Both	\$90.25	\$91.96	\$93.71	\$95.49	\$97.31
18	899-8	Geologist - Sr	Both	\$97.20	\$99.04	\$100.92	\$102.84	\$104.80
19	899-8	Geologist - Mid	Both	\$92.56	\$94.32	\$96.11	\$97.94	\$99.80
20	899-8	Site Health & Safety Officer	Both	\$102.65	\$104.60	\$106.59	\$108.61	\$110.67
21	899-8	Environmental Scientist - Sr	Both	\$96.17	\$98.00	\$99.86	\$101.76	\$103.69
22	899-8	Environmental Scientist - Mid	Both	\$78.88	\$80.38	\$81.91	\$83.47	\$85.05
23	899-8	Environmental Scientist - Jr	Both	\$63.76	\$64.97	\$66.20	\$67.46	\$68.74
24	899-8	UXO Supervisor - Senior	Both	\$99.86	\$101.76	\$103.69	\$105.66	\$107.67
25	899-8	UXO Safety Officer	Both	\$76.72	\$78.18	\$79.67	\$81.18	\$82.72
26	899-8	UXO Technician III	Both	\$74.33	\$75.74	\$77.18	\$78.64	\$80.14
27	899-8	UXO Technician II	Both	\$63.35	\$64.56	\$65.78	\$67.03	\$68.31
28	899-8	GIS Analyst	Both	\$73.80	\$75.20	\$76.63	\$78.08	\$79.57
29	899-8	GIS Manager	Both	\$108.07	\$110.12	\$112.22	\$114.35	\$116.52
30	899-8	Clerical	Both	\$44.94	\$45.79	\$46.66	\$47.55	\$48.45
31	899-8	Contract Admin/Procurement	Both	\$61.39	\$62.55	\$63.74	\$64.95	\$66.19
32	899-8	Contracts Manager	Both	\$94.81	\$96.61	\$98.45	\$100.32	\$102.22

## Service Contract Act (SCA) Matrix

SCA Eligible Contract Labor	SCA Equivalent Code Title	WD Number
UXO Supervisor - Senior	Unexploded Ordinance Technician II -	2015-5689
UXO Safety Officer	Unexploded Ordinance Technician III	2015-5689
UXO Technician III	Unexploded Ordinance Technician III -	2015-5689
UXO Technician II	Unexploded Ordinance Technician II -	2015-5689
Cost Estimator - Jr	Accounting Clerk I - 01011	2015-5689

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 U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

## LABOR CATEGORY DESCRIPTIONS

<b>TITLE: PROGRAM MANAGER</b>
<b><u>Minimum Experience/Training:</u></b> Must have ten (10) years of experience in environmental program management.
<b><u>Duties/Responsibilities:</u></b> <ul style="list-style-type: none"> <li>• Coordinates and monitors the scheduling, pricing and technical performance of contract.</li> <li>• Aiding in the negotiation of contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts.</li> <li>• Oversee staffing and execution of projects, meet regularly with senior client management, identify and pursue contract opportunities, and manage business aspects of contract.</li> <li>• Identify needs and develop business procedures.</li> <li>• Support business development activities.</li> <li>• Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments.</li> <li>• Ensures projects are completed on time and within budget.</li> <li>• Provide leadership and mentoring for mid and junior level professionals at Dawson.</li> </ul>
<b><u>Minimum Education/Certifications:</u></b> Bachelor's Degree required.

<b>TITLE: PROGRAM CHEMIST</b>
<b><u>Minimum Experience/Training:</u></b> Must have four (4) years experience evaluating the chemical and physical properties of various organic and inorganic substances in order to investigate their applications.
<b><u>Duties/Responsibilities:</u></b> <ul style="list-style-type: none"> <li>• Prepare test solutions, compounds and reagents for laboratory personnel to conduct tests.</li> <li>• Analyze organic and inorganic compounds to determine chemical and physical properties, composition, structure, relationships and reactions, utilizing chromatography, spectroscopy and spectrophotometry techniques.</li> <li>• Develop, improve, and customize products, equipment, formulas, processes, and analytical methods.</li> <li>• Compile and analyze test information to determine process or equipment operating efficiency and to diagnose malfunctions.</li> </ul>

- Confer with scientists and engineers to conduct analyses of research projects, interpret test results, or develop nonstandard tests.
- Direct, coordinate, and advise personnel in test procedures for analyzing components and physical properties of materials.
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**Minimum Education/Certifications:** Master's Degree in Chemistry required.

**TITLE: PROGRAM HEALTH & SAFETY MANAGER**

**Minimum Experience/Training:** Must have ten (10) years of health and safety management experience implementing procedures to prevent and eliminate injury and illness to employees and assist companies to comply with safety laws. Must have experience inspecting workplaces, and minimizing or eliminating hazards from processes.

**Duties/Responsibilities:**

- Plans, develops and manages company policies for adhering to local, state, and federal environment, health and safety regulations.
- Inspects and evaluates the environment, equipment and processes in working areas to ensure compliance with government safety regulations and industry standards. Keeps up-to-date of any changes to laws and regulations that impact the company.
- Designs and facilitates work areas and work procedures.
- Identify potentially hazardous biological, chemical and radiological materials and collect samples for analysis.
- Recommend changes to protect and educate employees on how to prevent health problems through the use of safety training programs.
- Directs preparation, maintenance and updating of environmental and construction policy and procedure manuals.
- Investigate accidents to identify causes and find ways to prevent future accidents.
- Acts as advisor to environmental and construction, health and safety engineering team regarding projects.

**Minimum Education/Certifications:** Bachelor's Degree required, Master's preferred.

**TITLE: PROGRAM QA/QC MANAGER**

**Minimum Experience/Training:** Must have seven (7) years experience in ensuring that the quality management system is fully implemented in an organized and efficient manner.

**Duties/Responsibilities:**

- The QA/QC Manager is responsible for delegating and assigning tasks and working closely with related engineering, construction, and environmental departments.
- Manage and oversee project quality to ensure compliance to codes, standards, regulations, and equipment specifications.
- Assists in the development of quality control standards.
- Responsible for the design and implementation of policies and procedures to ensure quality standards are met.
- Oversees testing of processes and products.
- Establish service standards for end users (i.e. internal departments or external customer).
- Identify and develop QA/QC personnel certification requirements and continuing education needs.
- Oversee supervision of all visual inspections, including 3rd party subcontractors.
- Manage inspections, and testing plans for new construction, repair work, and alterations.
- Identify and develop solutions to correct inspection function deficiencies.
- Manage construction processes, plant equipment, inspection and internal audits.

**Minimum Education/Certifications:** Bachelor's Degree required.

**TITLE: GEOPHYSICIST FOR UXO PROJECTS**

**Minimum Experience/Training:** Must have 8 years of experience with design, implementation and management of geophysical investigations.

**Duties/Responsibilities:**

- Apply geophysical principals to identify and evaluate the value of underground deposits.
- Aid in the design, planning, and execution of geophysical investigations and projects including data collection, processing, analyzing, and reporting.
- Familiar with a variety of the field's concepts, practices, and procedures.
- Rely on experience and judgment to plan and accomplish goals.
- Perform a variety of complicated tasks.
- May lead and direct the work of others.
- Wide degree of creativity and latitude is expected.

**Minimum Education/Certifications:** Bachelors degree in geophysics, geology or geological engineering or closely related field.

**TITLE: PROJECT MANAGER – SR.**

**Minimum Experience/Training:** Must have nine (9) years of project management experience.

**Duties/Responsibilities:**

- Oversees and directs the coordination and completion of projects.
- Communicates directly with contractors concerning project cost, staffing and scheduling.
- Prepares project status reports and works to ensure plans adhere to contract specifications.

- Sets deadlines, assigns responsibilities and monitors and summarizes progress of project.
- Achieves operational objectives by contributing information and recommendations to strategic plans and reviews.
- Ensures adherence to all safety practices and procedures while performing or supervising the performance of tasks in all work areas.
- Coordinates and supervises assigned project staff and subcontracted workers.
- Generates quality of work product in accordance with company quality control protocols.
- Prepares written reports and other documents necessary for the completion of specific projects.
- Cultivates and maintains the necessary contacts with clients and regulatory agency personnel.
- Directs the work of others including in-field personnel and project management staff.

**Minimum Education/Certifications:** Bachelor's Degree required.

**TITLE: CERTIFIED INDUSTRIAL HYGIENIST**

**Minimum Experience/Training:** Must have four (4) years experience managing all aspects of industrial hygiene, asbestos, and lead to which he/she is assigned, working directly with Sr. Projects Manager.

**Duties/Responsibilities:**

- Sets deadlines, assigns responsibilities and monitors and summarizes progress of project.
- Prepares reports for upper management regarding project status.
- Achieves operational objectives by contributing information and recommendations to strategic plans and reviews.
- Ensures adherence to all safety practices and procedures while performing or supervising the performance of tasks in all work areas.
- Coordinates and supervises assigned project staff and subcontracted workers.
- Generates quality of work product in accordance with company quality control protocols.
- Prepares written reports and other documents necessary for the completion of specific projects.
- Cultivates and maintains the necessary contacts with clients and regulatory agency personnel.
- May supervise the work of others.

**Minimum Education/Certifications:** Bachelor's Degree required. CIH Certification

**TITLE: HYDROLOGIST**

**Minimum Experience/Training:** Must have two (2) years experience managing all aspects of hydrology research to which he/she is assigned, working directly with Sr. Projects Manager.

**Duties/Responsibilities:**



- Sets deadlines, assigns responsibilities and monitors and summarizes progress of project.
- Prepares reports for upper management regarding project status.
- Achieves operational objectives by contributing information and recommendations to strategic plans and reviews.
- Ensures adherence to all safety practices and procedures while performing or supervising the performance of tasks in all work areas.
- Coordinates and supervises assigned project staff and subcontracted workers.
- Generates quality of work product in accordance with company quality control protocols.
- Prepares written reports and other documents necessary for the completion of specific projects.
- Cultivates and maintains the necessary contacts with clients and regulatory agency personnel.

**Minimum Education/Certifications:** Bachelor’s Degree required.

**TITLE: ENVIRONMENTAL ENGINEER – SR.**

**Minimum Experience/Training:** Must have eight (8) years experience and understanding principles of engineering, soil science, biology and chemistry to develop solutions to environmental problems. Must have experience with recycling, waste disposal, public health and control of water and air pollution.

**Duties/Responsibilities:**

- Identify, assess and resolve problems concerning the environment.
- Designs, installs, operates, and maintains measuring apparatus to determine the level of pollutants involving air, land and water.
- Performs experiments and reports findings on environmental consequences of equipment, tools and procedures.
- Ensures conformance to federal, state, and local environmental legislation.
- Prepares, reviews, and updates environmental investigation and recommendation reports.
- Obtains, updates, and maintains plans, permits, and standard operating procedures.
- Leads and directs the work of junior and mid-level Engineers.

**Minimum Education/Certifications:** Bachelor’s Degree in Environmental Engineering required or related field.

**TITLE: ENVIRONMENTAL ENGINEER – MID**

**Minimum Experience/Training:** Must have two (4) years experience and understanding principles of engineering, soil science, biology and chemistry to develop solutions to environmental problems. Must have experience with recycling, waste disposal, public health and control of water and air pollution.

**Duties/Responsibilities:**

- Identify, assess and resolve problems concerning the environment.

- Designs, installs, operates, and maintains measuring apparatus to determine the level of pollutants involving air, land and water.
- Performs experiments and reports findings on environmental consequences of equipment, tools and procedures.
- Ensures conformance to federal, state, and local environmental legislation.
- Prepares, reviews, and updates environmental investigation and recommendation reports.
- Obtains, updates, and maintains plans, permits, and standard operating procedures.
- May lead and direct the work of others.

**Minimum Education/Certifications:** Bachelor’s Degree in Environmental Engineering required or related field.

**TITLE: ENVIRONMENTAL ENGINEER – JR.**

**Minimum Experience/Training:** Must have minimum two (2) years experience and understanding principles of engineering, soil science, biology and chemistry to develop solutions to environmental problems. Must have experience with recycling, waste disposal, public health and control of water and air pollution.

**Duties/Responsibilities:**

- Identify, assess and resolve problems concerning the environment.
- Designs, installs, operates, and maintains measuring apparatus to determine the level of pollutants involving air, land and water.
- Performs experiments and reports findings on environmental consequences of equipment, tools and procedures.
- Ensures conformance to federal, state, and local environmental legislation.
- Prepares, reviews, and updates environmental investigation and recommendation reports.
- Obtains, updates, and maintains plans, permits, and standard operating procedures.

**Minimum Education/Certifications:** Bachelor’s Degree in Environmental Engineering required or related field.

**TITLE: ENGINEER (OTHER) – SENIOR**

**Minimum Experience/Training:** Must have four (8) years experience performing a variety of engineering activities including preparing, updating and maintaining technical information and developing support tools for Project Management. Provides expert consultation in one or more areas for the design, development and implementation of technical products and systems.

**Duties/Responsibilities:**

- Recommends alterations and enhancements to improve quality of products and/or procedures.
- Responsible for all internal activities and product development.
- Monitors the day-to-day operations of the project, including developing short and long-range goals, objectives and budgets.

- Conducts advanced and complex engineering and related studies, evaluates alternatives, makes recommendations and presents reports to the Program Manager.
- Supervises professional, technical and support staff on a project basis, including determining workloads and schedules, developing, implementing and interpreting policies and procedures.
- Evaluate contractor's requests for extra work; enforcing terms of the contract, and processing of change orders
- Prepares a variety of written materials, including staff reports, engineering reports and applications for engineering projects, and may conduct studies.
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**Minimum Education/Certifications:** Bachelor's Degree in Engineering required or related field.

**TITLE: ENGINEER (OTHER) – MID**

**Minimum Experience/Training:** Must have four (4) years experience performing a variety of engineering activities including preparing, updating and maintaining technical information and developing support tools for Project Management.

**Duties/Responsibilities:**

- Responsible for design, development, implementation and analysis of technical products and systems.
- Performs engineering design evaluations and prepares technical specification drafts.
- Develop a range of products.
- Recommends alterations to development and design to improve quality of products and/or procedures.
- Create, update, and maintain accurate engineering documentation.
- Ensure compliance with project plans and specifications.
- Inform senior engineer of technical changes
- Supervise junior technical and support staff.

**Minimum Education/Certifications:** Bachelor's Degree in Engineering required or related field.

**TITLE: ENGINEER (OTHER) – JR.**

**Minimum Experience/Training:** Must have two (2) years experience performing a variety of entry level engineering activities including preparing, updating and maintaining technical information and developing support tools for Project Management.

**Duties/Responsibilities:**

- Responsible for design, development, implementation and analysis of technical products and systems.
- Performs engineering design evaluations and prepares technical specification drafts.
- May develop a range of products.
- Recommends alterations to development and design to improve quality of products and/or procedures.

- Create, update, and maintain accurate engineering documentation.
- Ensure compliance with project plans and specifications.
- Inform senior engineer of technical changes.

**Minimum Education/Certifications:** Bachelor's Degree in Engineering required or related field.

**TITLE: CHEMIST – SR.**

**Minimum Experience/Training:** Must have 8 years experience evaluating chemical and physical properties of various organic and inorganic substances in order to investigate their applications with a wide degree of creativity and latitude.

**Duties/Responsibilities:**

- Preparing test solutions, compounds and reagents for laboratory personnel to conduct tests.
- Analyzes organic and inorganic compounds to determine chemical and physical properties.
- Assists with developing, improving, and customizing products, equipment, formulas, processes, and analytical methods.
- Assists with compiling and analyzing test information to determine process or equipment operating efficiency and to diagnose malfunctions
- Demonstrates expertise in a variety of the field's concepts, practices, and procedures.
- Relies on extensive experience and judgment to plan and accomplish goals.
- Review, manage and direct Mid and Junior level Chemists.
- May provide consultation on complex projects and is considered to be the top level contributor/specialist.

**Minimum Education/Certifications:** Master's in science or related field required or Bachelor's Degree in science or related field to include a minimum of 8 years experience in Chemical or related field.

**TITLE: CHEMIST - MID**

**Minimum Experience/Training:** Must have a minimum of four (4) years experience evaluating chemical and physical properties of various organic and inorganic substances in order to investigate their applications with a wide degree of creativity and latitude. If staff member has a Bachelor's degree, must have a minimum of six (6) years of experience evaluating chemical and physical properties of various organic and inorganic substances in order to investigate their applications with a wide degree of creativity and latitude.

**Duties/Responsibilities:**

- Preparing test solutions, compounds and reagents for laboratory personnel to conduct tests.
- Analyzes organic and inorganic compounds to determine chemical and physical properties.
- Assists with developing, improving, and customizing products, equipment, formulas, processes, and analytical methods.

- Assists with compiling and analyzing test information to determine process or equipment operating efficiency and to diagnose malfunctions
- Relies on experience and judgment to plan and accomplish goals.
- Supervisor and monitor Junior level Chemists' work product.
- Reports to Sr. Chemist

**Minimum Education/Certifications:** Master's in science or related field required or Bachelor's Degree in science or related field to include a minimum of 6 years experience in Chemical or related field.

**TITLE: REGULATORY SPECIALIST**

**Minimum Experience/Training:** Must have two (2) years experience evaluating regulations and legislation and providing advice on proposals and deliverables subject to regulations

**Duties/Responsibilities:**

- Preparing legal review and analysis of existing regulations.
- Responsible for design, development, implementation and analysis of technical products and systems.
- Performs regulatory evaluations and prepares technical responses.
- May develop a range of products.
- Recommends alterations to development and design to improve quality of products and/or procedures.
- Create, update, and maintain accurate engineering documentation

**Minimum Education/Certifications:** Bachelor's degree

**TITLE: GEOLOGIST – SR.**

**Minimum Experience/Training:** Must have eight (8) years experience assisting with the research of the formation, dissolution, and content of rock layers. Familiarity with standard concepts, practices and procedures within geological field required.

**Duties/Responsibilities:**

- Performs risk analysis, resource and reserve calculation using deterministic and probabilistic methods.
- Investigates and analyzes exploration prospects and development opportunities using cross-sections, structural/stratigraphic framework analyses, geochemical, seal and pressure data.
- Collects, organizes, evaluates and maps data to determine technical feasibility and economic robustness of an opportunity and makes appropriate recommendations to management for company investment.
- Utilizes and interprets well and seismic data to integrate geology with seismic interpretations.
- Creates data presentations.
- Coordinates drilling activities with team members.
- Provide management oversight and guidance of all geologists.

- Demonstrates fundamental understanding of leasing, government/partner/regulatory issues and business negotiations

**Minimum Education/Certifications:** Bachelor’s Degree in Science or Geology required or related field. Master’s degree preferred.

**TITLE: GEOLOGIST – MID**

**Minimum Experience/Training:** Must have four (4) years experience assisting with the research of the formation, dissolution, and content of rock layers. Familiarity with standard concepts, practices and procedures within geological field required.

**Duties/Responsibilities:**

- Researches the effects of internal pressures, heat, water, pollution and erosion.
- Studies variations in rock formations and densities to identify new mineral deposits.
- Estimates depth, quality and vastness of deposits.
- Tests mineral quality and purity to determine feasibility of mining.
- Provides guidance and oversight of junior level geologists and support staff.

**Minimum Education/Certifications:** Bachelor’s Degree in Science or Geology required or related field.

**TITLE: GEOLOGIST – JR.**

**Minimum Experience/Training:** Must have two (2) years experience assisting with the research of the formation, dissolution, and content of rock layers.

**Duties/Responsibilities:**

- Researches the effects of internal pressures, heat, water, pollution and erosion.
- Studies variations in rock formations and densities to identify new mineral deposits.
- Assists with estimate depth, quality and vastness of deposits.
- Assists with test mineral quality and purity to determine feasibility of mining.

**Minimum Education/Certifications:** Bachelor’s Degree in Science or Geology required or related field.

**TITLE: SITE HEALTH & SAFETY OFFICER**

**Minimum Experience/Training:** Must have five (5) years of health and safety experience implementing procedures to prevent and eliminate injury and illness to employees and assist companies to comply with safety laws .

**Duties/Responsibilities:**

- Responsible for identifying hazardous workplace conditions.
- Takes samples and measurements of hazardous materials, and coordinates the removal of physical, biological and chemical hazards.
- Participates and develops the training of employees on safety policies, procedures, regulations,

- Ensures compliance with all applicable federal and state health and safety regulations and ensures necessary records are maintained and prepared according to established guidelines.
- Participates in Occupational Safety and Health Administration (OSHA) inspections, providing inspectors with appropriate documents and identifying safety measures

**Minimum Education/Certifications:** Bachelor’s Degree required.

**TITLE: ENVIRONMENTAL SCIENTIST/ENGINEERING TECHNICIAN - SR.**

**Minimum Experience/Training:** Must have eight (8) years experience studying the environmental effects of air, soil and groundwater contamination. Experience performing in a Project Manager capacity, managing and overseeing all aspects of a project to which he/she is assigned is preferred.

**Duties/Responsibilities:**

- Conducts analysis of soil, groundwater, or atmospheric samples to determine if pollutants are present and implements appropriate corrective action if necessary.
- Performs environmental compliance audits and risk assessments.
- Responsible for adhering to all safety practices and procedures while performing tasks in all work areas.
- Responsible for management and supervision of scientists and technicians and oversight of in-field activities.
- Directly responsible for the quality control and quality assurance of all field work in accordance with Department established control protocols.
- Performs and supervises the performance of environmental tasks such as the excavation supervision, well monitoring, permitting, and sample acquisition. Responsible for the preparation of reports, memos, and other documents necessary for the completion of specific projects.
- Trains and mentors entry-level scientists/technicians.
- Cultivates and maintains the necessary contacts with clients and regulatory agencies.
- Creates and/or supervises the creation of proposals for future work.
- Other duties as required.
- Responsible for adhering to all safety practices and procedures while performing tasks in all work areas.

**Minimum Education/Certifications:** Bachelor’s Degree in Environmental Engineering required or related field.

**TITLE: ENVIRONMENTAL SCIENTIST/ENGINEERING TECHNICIAN – MID**

**Minimum Experience/Training:** Must have four (4) years experience studying the environmental effects of air, soil and groundwater contamination. Experience performing in a Project Manager capacity, managing and overseeing all aspects of a project to which he/she is assigned is preferred.

**Duties/Responsibilities:**

- Conducts analysis of soil, groundwater, or atmospheric samples to determine if pollutants are present and implements appropriate corrective action if necessary.
- Performs environmental compliance audits and risk assessments.
- Responsible for adhering to all safety practices and procedures while performing tasks in all work areas.
- Delegated responsibility for the in-field coordination and close supervisions of entry level scientist and subcontracted workers.
- Delegated responsibility for the quality control and quality assurance of field work in accordance with Department established control protocols.
- Performs the performance of environmental tasks such as the excavation supervision, well monitoring, permitting, and sample acquisition.
- Responsible for the preparation of reports, memos, and other documents necessary for the completion of specific projects.

**Minimum Education/Certifications:** Bachelor’s Degree in Environmental Engineering required or related field

**TITLE: ENVIRONMENTAL SCIENTIST/ENGINEERING TECHNICIAN – JR**

**Minimum Experience/Training:** Must have two (2) years experience studying the environmental effects of air, soil and groundwater contamination.

- Duties/Responsibilities:**
- Conducts analysis of soil, groundwater, or atmospheric samples to determine if pollutants are present and implements appropriate corrective action if necessary.
  - Performs environmental compliance audits and risk assessments.
  - Responsible for adhering to all safety practices and procedures while performing tasks in all work areas.
  - Performs the performance of environmental tasks such as the excavation supervision, well monitoring, permitting, and sample acquisition.
  - Responsible for the preparation of reports, memos, and other documents necessary for the completion of specific projects.

**Minimum Education/Certifications:** Bachelor’s Degree in Environmental Engineering required or related field.

**TITLE: GEOTECHNICAL – SR.**

**Minimum Experience/Training:** Must have six (6) years experience with analysis, design and construction of foundations, slopes, retaining structures and other systems that are made of or are supported by soil or rock.

- Duties/Responsibilities:**
- Prepare and inspect projects involving drilling and exploration.



<ul style="list-style-type: none"> <li>• Responsible for geological mapping, report writing, site characterization, numerical modeling and analysis of excavations/supports.</li> <li>• Familiar with a variety of the field's concepts, practices, and procedures.</li> <li>• Relies on experience and judgment to plan and accomplish goals.</li> <li>• May lead and direct the work of others.</li> <li>• A wide degree of creativity and latitude is expected.</li> </ul>
<p><b>Minimum Education/Certifications:</b> Bachelor's degree Engineering or related field required.</p>

<p><b>TITLE: GEOTECHNICAL – MID</b></p>
<p><b>Minimum Experience/Training:</b> Must have four (4) years experience preparing engineering analyses, formulating laboratory or field investigations, evaluating respective data, and preparing proposals/reports. Experience in geotechnical report preparation and development of appropriate geotechnical recommendations. Strong background in soil mechanics with extensive knowledge of geotechnical analysis.</p>
<p><b>Duties/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Prepare and inspect projects involving drilling and exploration.</li> <li>• Responsible for geological mapping, report writing, site characterization, numerical modeling and analysis of excavations/supports.</li> <li>• Execute geotechnical project assignments, including engineering analysis, report preparation, field exploration, and laboratory services.</li> <li>• Prepare and provide project reports.</li> <li>• Other duties as assigned.</li> </ul>
<p><b>Minimum Education/Certifications:</b> Bachelor’s Degree in Engineering or related field required.</p>

<p><b>TITLE: GEOTECHNICAL – JR.</b></p>
<p><b>Minimum Experience/Training:</b> Must have minimum 2 years experience preparing engineering analyses, formulating laboratory or field investigations, evaluating respective data, and preparing proposals/reports. Experience in geotechnical report preparation and development of appropriate geotechnical recommendations.</p>
<p><b>Duties/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Prepare and inspect projects involving drilling and exploration.</li> <li>• Responsible for geological mapping, report writing, site characterization, numerical modeling and analysis of excavations/supports.</li> <li>• Execute geotechnical project assignments, including engineering analysis, report preparation, field exploration, and laboratory services.</li> <li>• Prepare and provide project reports.</li> <li>• Other duties as assigned.</li> </ul>
<p><b>Minimum Education/Certifications:</b> Bachelor’s Degree in Engineering or related field required.</p>

**TITLE: UXO SUPERVISOR - SENIOR**

- **Minimum Experience/Training:** Must have fifteen (15) years experience performing in the role of Team Leader and maintaining control of and supervising UXO Technician II's and below in the clearance and disposal activities for Unexploded Ordnance and/or Munitions and Explosives of Concern (MEC) projects. Must have experience overseeing the on-site demilitarization of MEC and unexploded ordnance, and handling of demolition materials. Must have prior military EOD or graduate of approved UXO training course of instruction, Senior Level or Master Level Badge preferred and be able to perform all functions of UXO Technician I, II and III. Must have current OSHA physical, 40 hour HAZWOPER and current 8 hour annual HAZWOPER Refresher. Must have a minimum of 15 years of EOD/UXO experience with 5 years of supervisory experience and capable of moving through rough terrain for extended periods of time.

**Duties/Responsibilities:**

- Supervise and perform the on-site demilitarization of MEC and handling of demolition materials.
- Plan, coordinate, and supervisor all explosives operations.
- Supervise multiple teams.
- Assist in development of munitions response plans

**Minimum Education/Certifications:** High School/Required: EOD Certification from approved UXO training facility.

**TITLE: UXO SAFETY OFFICER**

**Minimum Experience/Training:** Must have fifteen (15) years experience performing in the role of Team Leader and maintaining control of and supervising UXO Technician II's and below in the clearance and disposal activities for Unexploded Ordnance and/or Munitions and Explosives of Concern (MEC) projects. Must have prior military EOD or graduate of approved UXO training course of instruction and be able to perform all functions of UXO Technician I, II and III. Must have a minimum of 15 years of EOD/UXO experience with 5 years of supervisory experience and capable of moving through rough terrain for extended periods of time.

**Duties/Responsibilities:**

- Supervise and perform the on-site demilitarization of MEC and handling of demolition materials.
- Prepare an explosives storage plan per applicable guidance.
- Prepare the required UXO munition response action and/or range maintenance administrative reports.
- Prepare standard operating procedures for on-site munitions response and/or for range clearance activities.
- Assist in the preparation of risk hazard analysis.
- Conduct daily site safety briefings.
- Supervise the conduct of all on-site UXO related operations.
- Inspect and certify and/or verify MPPEH as safe.

**Minimum Education/Certifications:** High School/Required: EOD Certification from approved UXO training facility. No formal degree required.

**TITLE: UXO TECHNICIAN III**

**Minimum Experience/Training:** Must have eight (8) years of EOD/UXO experience as UXO Technician I and II required and experience performing and assisting with the detection and removal of unexploded ordnance and disposal activities for Unexploded Ordnance and/or Munitions and Explosives of Concern (MEC) projects. Must have experience overseeing the on-site demilitarization of MEC and unexploded ordnance, and handling of demolition materials. Must have prior military EOD or graduate of approved UXO training course of instruction. Must meet the UXO Technician III requirements as promulgated by DDESB TP-18 and be familiar with and have ability to carry out all job performance requirements in accordance with operational procedures. Must have current OSHA physical, 40 hour HAZWOPER and current 8 hour annual HAZWOPER Refresher.

**Duties/Responsibilities:**

- Responsible for identifying all types of military munitions, including possible fuses and their condition, armed and unarmed.
- Reconnoiter and classify UXO and Discarded Military Munitions (DMM).
- Excavate subsurface UXO and DMM and move and/or consolidate materials that have been determined safe to move by UXO Supervisor.
- May be part of a UXO demolition and disposal team and assist in the inspection of various explosive ordnance.
- Responsible for observing and complying with all safety and project rules.
- Properly store explosive materials and prepare an on-site holding area to temporarily stow MEC that has an acceptable risk of movement.
- Perform limited technical supervision in a team leader role of UXO Technician I, UXO Technician II and Sweeper personnel.
- Escort non-UXO qualified personnel that have activities to perform within the UXO exclusion zone.

**Minimum Education/Certifications:** High School/Required: EOD Certification from approved UXO training facility. No formal degree required.

**TITLE: UXO TECHNICIAN II**

**Minimum Experience/Training:** Must have three (3) years experience performing and assisting with the detection and removal of unexploded ordnance and disposal activities for Unexploded Ordnance and/or Munitions and Explosives of Concern (MEC) projects. Must have experience overseeing the on-site demilitarization of MEC and unexploded ordnance, and handling of demolition materials. Must have prior military EOD or graduate of approved UXO training course of instruction. Must meet the UXO Technician II requirements as promulgated by DDESB TP-18 and be familiar with and have ability to carry out all job performance requirements in accordance with operational procedures. Must have current OSHA physical, 40 hour HAZWOPER and current 8 hour annual HAZWOPER Refresher.

**Duties/Responsibilities:**

- Responsible for identifying all types of military munitions, including possible fuses and their condition, armed and unarmed.
- Reconnoiter and classify UXO and Discarded Military Munitions (DMM).
- Excavate subsurface UXO and DMM and move and/or consolidate materials that have been determined safe to move by UXO Supervisor.
- May be part of a UXO demolition and disposal team and assist in the inspection of various explosive ordnance.
- Responsible for observing and complying with all safety and project rules.
- Properly store explosive materials and prepare an on-site holding area to temporarily stow MEC that has an acceptable risk of movement.
- Perform limited technical supervision in a team leader role of UXO Technician I and Sweeper personnel.
- Escort non-UXO qualified personnel that have activities to perform within the UXO exclusion zone.

**Minimum Education/Certifications:** High School/Required: EOD Certification from approved UXO training facility. No formal degree required.

**TITLE: GIS ANALYST**

**Minimum Experience/Training:** Must have a minimum of four (4) years experience planning, organizing and directing the efforts of a group of GIS Specialists. Must have extensive experience preparing databases, gathering details and compiling data to analyze all information according to certain criteria.

**Duties/Responsibilities:**

- Plans, organizes and directs GIS work by gathering data, blueprints, specifications, and related documents.
- Skilled computer user, understand databases solves technical problems.
- Computes costs by analyzing labor, material, equipment, tools, transportation and time requirements.
- Resolves discrepancies by collecting and analyzing information.
- Makes technical decisions, which are considered authoritative and which demonstrate mature judgment in anticipating and solving complex GIS problems.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.
- Maintains GIS data base by entering and backing up data.
- Maintains technical knowledge by attending educational workshops; reviewing technical publications.
- Has extensive technical responsibility for interpreting, organizing, executing, and coordinating assignments.

**Minimum Education/Certifications:** Bachelor's Degree

**TITLE: GIS Manager**

**Minimum Experience/Training** Must have a minimum of eight (8) years experience planning, organizing and directing the efforts of a group of GIS Specialists. Must have extensive experience preparing databases, gathering details and compiling data to analyze all information according to certain criteria.

**Duties/Responsibilities:**

- Plans, organizes and directs GIS work by gathering data, blueprints, specifications, and related documents.
- Skilled computer user, understand databases solves technical problems.
- Computes costs by analyzing labor, material, equipment, tools, transportation and time requirements.
- Resolves discrepancies by collecting and analyzing information.
- Makes technical decisions, which are considered authoritative and which demonstrate mature judgment in anticipating and solving complex GIS problems.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.
- Maintains GIS data base by entering and backing up data.
- Maintains technical knowledge by attending educational workshops; reviewing technical publications.
- Has extensive technical responsibility for interpreting, organizing, executing, and coordinating assignments, including the direction of other personnel..

**Minimum Education/Certifications:** Bachelor's Degree in Geography or Computer Science

**TITLE: Clerical**

**Minimum Experience/Training:** Must have a minimum of two (2) years experience in clerical work

**Duties/Responsibilities:**

- Responsible for performing clerical and administrative duties in an office setting
- Enters data into a computer, files records, answers telephone calls, and relays messages
- Provides general office support that assists in the functioning of a company.
- Operates common office equipment.

**Minimum Education/Certifications:** High school diploma.

**TITLE: CONTRACT ADMIN/PROCUREMENT**

**Minimum Experience/Training:** Must have a minimum of five (5) years experience in preparation of contractual provisions, administration of contract proposals, preparing bids and negotiating specifications and contractual provisions.

**Duties/Responsibilities:**

- Training site personnel on proper Procurement procedure, unauthorized commitments and Change Order management.
- Aids in the preparation of contractual provisions and the administration of contract proposals.
- Prepares bids and negotiates specifications and contractual provisions.

- Provides interpretation and application instruction on Walsh-Healy Public Contracts, Service Contract, and Davis-Bacon Acts to procurement staff and customers.
- Conducts peer reviews, administers complex subcontracts through closeout.
- Develops subcontracting plans.
- Conducts pre-proposal and pre-performance conferences.
- Constructs reviews of Subcontractor insurance coverage, determines the allowability of costs, issues notices of intent to disallow costs.
- Determines subcontractor compliance with Costs Accounting Standards, reviews and approves subcontractors request for progress payments.
- Performs property administration.
- Ensures subcontractor-proposed change proposals for adequacy and completeness, conducts reviews of subcontractor's purchasing system.
- Conducts pre-award and market surveys.
- Negotiates subcontract delivery schedules.
- Coordinates site visits.
- Participates on selection boards and proposal evaluation committees.
- Prepares letters and issues to subcontractor.
- Advises site management on subcontracts and purchasing matters as appropriate.
- Issues Notices to Proceed, Suspension of Work and Stop Work Orders.
- Ensures timely submission of reports required under the subcontract.
- Review Statements of Work to eliminate duplicity or ambiguous terminology.
- Prepares narratives in support of monthly and quarterly reports.
- Briefs corporate officers on state of specific subcontract activities as required.
- Handles complex construction claims and requests for equitable adjustment.

**Minimum Education/Certifications:** Bachelor's Degree.

**TITLE: CONTRACTS MANAGER**

**Minimum Experience/Training:** Must have a minimum of ten (10) years experience directing identification, development and implementation of entire range of contract formation and negotiation. Must have experience administering policies and processes in accordance with customer expectations and company objectives.

**Duties/Responsibilities:**

- Prepares proposals, negotiates contracts, and administers government contracts in accordance with company policies and legal requirements.
- Manages contract administration staff and provides guidance on complex contracts.
- Approves and implements new and revised contract policy and process.
- Provides guidance and leadership to cross-functional business team members.
- Ensures appropriate contract staffing and budget levels.
- Occasionally may lead complex negotiations.
- Understands the business case and has an appreciation of financial/analytical issues and profit and loss implications.

**Minimum Education/Certifications:** Bachelor's Degree.

**EXPERIENCE AND DEGREE SUBSTITUTION**

The above describes the functional responsibilities and education and experience requirements for each labor category. Experience may be substituted for education. The following table explains the relevant equivalencies:

Degree	Experience Equivalence
Bachelor's	A minimum of 6 years of related experience
Master's	A Bachelor's degree plus a minimum of four years of related experience