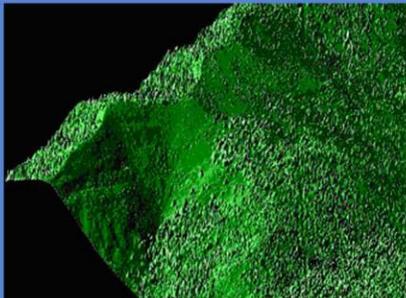


**PROFESSIONAL ENGINEERING SERVICES (PES)
 GEOGRAPHIC INFORMATION SERVICES (GIS)
 INFORMATION TECHNOLOGIES –
 PROFESSIONAL (IT)**



FSC Group 871	
Special Item No. 871-1(RC)	Strategic Planning for Technology Programs/Activities
Special Item No. 871-2(RC)	Concept Development and Requirements Analysis
Special Item No. 871-3(RC)	System Design, Engineering and Integration
Special Item No. 871-4(RC)	Test and Evaluation
Special Item No. 871-5(RC)	Integrated Logistics Support
Special Item No. 871-6(RC)	Acquisition and Life-Cycle Management
Special Item No. 871-7(RC)	Construction Management
FSC Group 899	
Special Item No. 899-7(RC)	Geographic Information Services
FSC Group 70 (C132)	
Special item No. 132-51(RC)	Information Technology – Professional Services

Contract Number: GS-00F-0001Y

Option Contract Period: November 19, 2012 – November 18, 2017

Accepted Refresh 15, Modification: October 1, 2011

Web site: www.bhinc.com

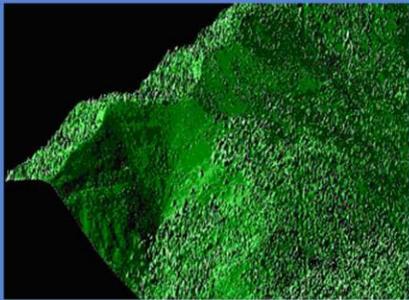
On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu driven database system. The internet address for GSA Advantage! is <http://www.gsaadvantage.gov> .

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**GSA AUTHORIZED FEDERAL SUPPLY SERVICE
SCHEDULE PRICE LIST AND CATALOG**

Title: Professional Engineering Services (PES) and Construction Management
GIS (Environmental Services)
Information Technology – Professional Services

FSC Classes: C871 – 1(RC), C871 – 2(RC), C871 – 3(RC), C871 – 4(RC), C871 – 5(RC),
C871 – 6(RC), C871 – 7(RC), C899 – 7(RC), C132 – 51(RC)

Contract Number: GS-00F-0001Y

Contract Period: November 19, 2012 thru November 18, 2017

Points of Contact:	<u>Marketing:</u>	<u>Contracts:</u>
	Mr. James V. Flint, PE	Mr. James V. Flint, PE
	Vice President	Vice President
	Phone: 505.823.1000	Phone: 505.823.1000
	Fax: 505.798.7988	Fax: 505.798.7988
	Email: jflint@bhinc.com	Email: jflint@bhinc.com

Business Size: LARGE – NAICS Codes Follow:
541330 - Engineering Services
541350 - Building Inspection Services
541370 - Surveying and Mapping (except Geophysical) Services
541511 - Custom Computer Programming Services
541512 - Computer Systems Design Services
541513 - Computer Facilities Management Services
541519 - Other Computer Related Services
541430 - Graphic Design Services
541620 - Geographic Information
541711 - Research and Development in Biotechnology
541712 - Research and Development in the Physical, Engineering, and Life Sciences (except Biotechnology)

Tax ID Numbers (TIN): 850202170

Central Contractor Registration (CCR)/DUNS No.: 061273777

Cage Code: 1BHR9

Contractor's Ordering and Remittance Address (Regular Mail):

Bohannon Huston, Inc.
7500 Jefferson Street NE
Albuquerque, NM 87109

EFT: Remittance Address (Electronic payments):

Bank of Albuquerque
Account Name: Bohannon Huston, Inc.
ABA Routing #: 107006606
Account #: 8094020423

WHO WE ARE . . .

Bohannon Huston, Inc. (BHI) is a leading provider of civil/site engineering, spatial data and mapping, and advanced engineering technology services. For more than 50 years, we have helped public and private customers visualize projects, optimize resources, and realize exceptional solutions.



We offer services for every project stage, from concept through completion. We offer the full range of engineering expertise, whether it is civil, structural, mechanical, electrical or construction.

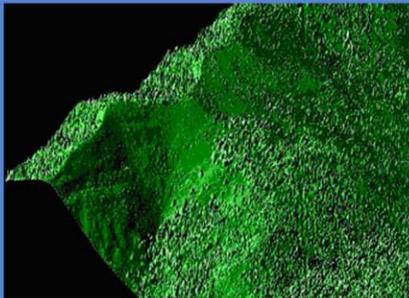
Our services include planning, studies and design for municipal infrastructure, civil/site, water/wastewater/systems, traffic and transportation, structures (bridge and building), community development and planning, construction engineering, design build consulting, spatial data (surveying and mapping), GIS, IT service and CADD/software consulting.

Our spatial data services use the latest data-gathering tools to provide quality mapping solutions, including geodetic and engineering surveying, photogrammetry, remote sensing, aerial and ground-based LiDAR laser scanning, GIS/LIS data, and spatial database development.

We Have the Resources and Competencies GSA Clients Require

With more than 180 experienced engineers and spatial data and advanced technologies professionals, BHI has resources, personnel, and commitment to execute on-time, high-quality services on behalf of government clients. We provide services from our corporate headquarters in Albuquerque, NM, as well as offices in Las Cruces, NM; and Denver, CO. The firm has the capacity to perform between \$25 million and \$30 million per year in professional services.

BHI's staff credentials include licensed professional engineers, licensed professional surveyors, certified engineering technicians, certified photogrammetrists, licensed architects, certified land planners, and LEED accredited personnel.



FEE SCHEDULES (CLICK ON CATEGORY TITLES FOR DESCRIPTIONS)

Professional Engineering Services (PES) SINs C871-1 through C871-7 & C871-1RC through C871-7RC	Option 1				
	Year 6 11/19/2012 to 11/18/2013	Year 7 11/19/2013 to 11/18/2014	Year 8 11/19/2014 to 11/18/2015	Year 9 11/19/2015 to 11/18/2016	Year 10 11/19/2016 to 11/18/2017
	Labor Category				
Engineer I	\$87.04	\$89.13	\$91.27	\$93.46	\$95.70
Engineer II	\$97.28	\$99.61	\$102.01	\$104.45	\$106.96
Sr. Engineer III	\$117.76	\$120.59	\$123.48	\$126.44	\$129.48
Sr. Engineer IV	\$133.12	\$136.31	\$139.59	\$142.94	\$146.37
Engineer V	\$148.48	\$152.04	\$155.69	\$159.43	\$163.26
Sr. Engineer VI	\$179.20	\$183.50	\$187.90	\$192.41	\$197.03
Sr. Project Director	\$204.80	\$209.72	\$214.75	\$219.90	\$225.18
Sr. Property Acquisition Agent	\$122.88	\$125.83	\$128.85	\$131.94	\$135.11
Estimator/Scheduler	\$97.28	\$99.61	\$102.01	\$104.45	\$106.96
Sr. Estimator/Scheduler	\$148.48	\$152.04	\$155.69	\$159.43	\$163.26
Contracts Administrator	\$102.40	\$104.86	\$107.37	\$109.95	\$112.59
Sr. Contracts Administrator	\$128.00	\$131.07	\$134.22	\$137.44	\$140.74
Technical Manager 7	\$199.68	\$204.47	\$209.38	\$214.40	\$219.55
Facility Security Officer	\$102.40	\$104.86	\$107.37	\$109.95	\$112.59
Document Control Specialist	\$100.04	\$102.44	\$104.90	\$107.42	\$110.00
Technical Writer/Editor	\$102.40	\$104.86	\$107.37	\$109.95	\$112.59
Sr. Technical Editor	\$117.76	\$120.59	\$123.48	\$126.44	\$129.48
Health/Safety/Facility Officer	\$128.00	\$131.07	\$134.22	\$137.44	\$140.74
Quality Assurance Professional	\$143.36	\$146.80	\$150.32	\$153.93	\$157.63
CADD Technician 3**	\$71.68	\$73.40	\$75.16	\$76.97	\$78.81
CADD Technician 4**	\$81.92	\$83.89	\$85.90	\$87.96	\$90.07
CADD Technician 5**	\$92.16	\$94.37	\$96.64	\$98.96	\$101.33
CADD Technician 6**	\$102.40	\$104.86	\$107.37	\$109.95	\$112.59
CADD Technician 7**	\$122.88	\$125.83	\$128.85	\$131.94	\$135.11
Sr. Planner	\$148.48	\$152.04	\$155.69	\$159.43	\$163.26
Construction Observer 2**	\$66.56	\$68.16	\$69.79	\$71.47	\$73.18
Construction Observer 3**	\$71.68	\$73.40	\$75.16	\$76.97	\$78.81
Construction Observer 4**	\$81.92	\$83.89	\$85.90	\$87.96	\$90.07
Construction Observer 5**	\$92.16	\$94.37	\$96.64	\$98.96	\$101.33
Construction Observer 6**	\$102.40	\$104.86	\$107.37	\$109.95	\$112.59
Construction Observer 7**	\$122.88	\$125.83	\$128.85	\$131.94	\$135.11

Prices include an Industrial Funding Fee (IFF) of .75% and annual escalation of 2.4%

A volume discount of 1% is applicable to orders at/or exceeding \$1 million

** Indicates SCA eligible categories.

Information Technology (IT) SINS C132-51, C132-51RC & C132-51STLOC	Option 1				
	Year 6	Year 7	Year 8	Year 9	Year 10
	11/19/2012	11/19/2013	11/19/2014	11/19/2015	11/19/2016
	to	to	to	to	to
Labor Category	11/18/2013	11/18/2014	11/18/2015	11/18/2016	11/18/2017
Project Director/Systems Manager	\$168.45	\$172.49	\$176.63	\$180.87	\$185.21
Project Manager/Senior Consultant/Analyst	\$128.00	\$131.07	\$134.22	\$137.44	\$140.74
Programmer	\$117.76	\$120.59	\$123.48	\$126.44	\$129.48
Desktop/Network Support Analyst	\$107.52	\$110.10	\$112.74	\$115.45	\$118.22
Prices include an Industrial Funding Fee (IFF) of .75% and annual escalation of 2.4%					
A volume discount of 1% is applicable to orders at/or exceeding \$1 million					

Environmental Services (ES) SINS C899-7 & C899-7RC	Option 1				
	Year 6	Year 7	Year 8	Year 9	Year 10
	11/19/2012	11/19/2013	11/19/2014	11/19/2015	11/19/2016
	to	to	to	to	to
Labor Category	11/18/2013	11/18/2014	11/18/2015	11/18/2016	11/18/2017
Executive Manager	\$294.42	\$301.49	\$ 308.72	\$316.13	\$ 323.72
Program Manager	\$182.67	\$187.05	\$ 191.54	\$196.14	\$ 200.85
Sr. Project Manager	\$161.78	\$165.66	\$ 169.64	\$173.71	\$ 177.88
Project Manager	\$120.98	\$123.88	\$ 126.86	\$129.90	\$ 133.02
Sr. GIS/Programmer	\$163.30	\$167.22	\$ 171.23	\$175.34	\$ 179.55
GIS/Programmer	\$107.78	\$110.37	\$ 113.02	\$115.73	\$ 118.51
GIS Team Lead/Quality Assurance**	\$88.65	\$90.78	\$ 92.96	\$95.19	\$ 97.47
GIS Analyst**	\$77.05	\$78.90	\$ 80.79	\$82.73	\$ 84.72
GIS Technician**	\$71.78	\$73.50	\$ 75.27	\$77.07	\$ 78.92
Professional Surveyor**	\$127.51	\$130.57	\$ 133.70	\$136.91	\$ 140.20
Survey Crew Chief**	\$101.97	\$104.42	\$ 106.92	\$109.49	\$ 112.12
Instrument Operator**	\$66.94	\$68.55	\$ 70.19	\$71.88	\$ 73.60
Survey Field Technician**	\$61.37	\$62.84	\$ 64.35	\$65.90	\$ 67.48
Survey Office Technician**	\$94.84	\$97.12	\$ 99.45	\$101.83	\$ 104.28
Photogrammetrist**	\$100.41	\$102.82	\$ 105.29	\$107.81	\$ 110.40
Photogrammetric Technician**	\$94.84	\$97.12	\$ 99.45	\$101.83	\$ 104.28
Cartographer**	\$91.94	\$94.15	\$ 96.41	\$98.72	\$ 101.09
Geospatial/Imagery Analysis Team Lead**	\$83.68	\$85.69	\$ 87.74	\$89.85	\$ 92.01
Geospatial/Imagery Analyst**	\$66.94	\$68.55	\$ 70.19	\$71.88	\$ 73.60
Geospatial/Imagery Technician**	\$61.37	\$62.84	\$ 64.35	\$65.90	\$ 67.48
Prices include an Industrial Funding Fee (IFF) of .75% and annual escalation of 2.4%					
A volume discount of 1% is applicable to orders at/or exceeding \$1 million					

** Indicates SCA eligible categories.

C871 – MINIMUM \$100 / MAXIMUM \$1,000,000

C899 – MINIMUM \$100 / MAXIMUM \$1,000,000

C132.51 – MINIMUM \$100 / MAXIMUM \$500,000

SCA MATRIX		
SCA Eligible Contract Labor Category Title	SCA Equivalent Labor Category Title and Code	WD Number
Construction Observer 2	30081 - Engineering Technician I	2005-2361
Construction Observer 3	30082- Engineering Technician II	2005-2361
Construction Observer 4	30083 - Engineering Technician III	2005-2361
Construction Observer 5	30084 - Engineering Technician IV	2005-2361
Construction Observer 6	30085 - Engineering Technician V	2005-2361
Administrative Asst 1	01070 - Document Preparation Clerk Intern/Trainee	2005-2361
CADD Technician 3	30082- Engineering Technician II	2005-2361
CADD Technician 4	30083 - Engineering Technician III	2005-2361
CADD Technician 5	30084 - Engineering Technician IV	2005-2361
CADD Technician 6	30085 - Engineering Technician V	2005-2361
Programmer(CADDEN)	14072 - Computer Operator II	2005-2361
Desktop/Network Support Analyst	14041 - Computer Operator I	2005-2361
GIS Analyst	14072 - Computer Programmer II	2005-2361
GIS Team Lead/Quality Assurance	14074 - Computer Programmer IV	2005-2361
Instrument Operator	99832 - Surveying Technician	2005-2361
Survey Crew Chief	99658 - Survey Party Chief	2005-2361
GIS Technician	30082- Engineering Technician II	2005-2361
Survey Field Technician	99831 - Surveying Aide	2005-2361
Photogrammetrist(Geo Spatial 5)	30083 - Engineering Technician III	2005-2361
Photogrammetric Technician	30081 - Engineering Technician I	2005-2361
Cartographer(Geo Spatial 6)	30030 - Cartographic Technician	2005-2361
Geospatial/Imagery Technician III	30061 - Drafter/CAD Operator I	2005-2361
Geospatial/Imagery Analyst	30081 - Engineering Technician I	2005-2361
Geospatial/Imagery Analysis Team Lead	30082- Engineering Technician II	2005-2361

- The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. 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

ENGINEERING DESIGN INNOVATION

BHI has been an industry leader in design innovation as well as integration of computer technology in design solutions. We are active participants in technical- and communities-based organizations and have provided design and software solutions used on a national basis for years. We have developed skill sets for engineering and technical support including:

- Site feasibility studies
- Master planned community planning and engineering
- Private and public infrastructure studies and design
- Traffic studies and engineering
- Roadway and interstate highway design
- Construction inspection and administration
- Interchange design
- Intermodal facilities planning and design
- Interchange design
- Drainage management planning
- Flood insurance studies
- Open channel structures
- River restoration
- Water system modeling
- Pump station, well, and storage reservoir design
- Waterline design
- Sanitary sewer line design
- Wastewater treatment facility analysis and design
- Construction inspection and administration
- Water quality mitigation facility analysis and design
- Interchange and bridge design
- Building analysis and design
- Bridge inspections and load rating analysis
- Condition surveys and forensic investigations
- Cost estimating
- Value engineering
- Design documents
- Specification preparation
- Utility coordination
- Project close-out and as-built documentation
- Agency compliance and reviews

INDUSTRY LEADER IN GIS/GIT PRODUCTS

An established trend in the environmental services industry is the use of GIS and Geographic Information Technology (GIT) products by many government agencies. All of BHI's geospatial professionals apply GIT processes and technologies to their work to produce conforming and high quality geospatial products. BHI geospatial staff is well trained in GIT theory, technologies, methods, and software. In addition, BHI invests in, and develops, emerging GIT systems and mapping technologies that support production and management of geospatial products. Skilled implementation of a blending between professional mapping standards and field survey practices, has led to the development of database approaches to geospatial product production, which lead the industry in facilitating large- and small-scale mapping, inventory, and survey design products.

BHI Evolves as Technology Evolves

Technology is constantly changing and BHI recognizes how essential it is for our staff to be proficient with the latest proven tools and have the knowledge to perform their work for GIS-related products. Therefore we invest significant time and effort in:

- Digital classification of remotely sensed data such as vegetation and soil classification products derived from satellites
- Stereo and/or monoscopic vector (planimetric) feature data product creation
- Topographic data products
- GIS engineering analysis
- Engineering spatial database creation supporting geospatial engineering products
- General civil, hydraulic, hydrologic, FEMA flood mapping and analysis, and water resources engineering product development
- Water systems modeling products
- Engineering systems GIS inventory of project data products

Spatial Data Quality Reporting— BHI is dedicated to providing accurate quality based reporting. Not only do we provide all reporting typically required of photogrammetric mapping production, such as Aerial Triangulation (AT) reports and Federal Geographic Data Committee (FGDC)-compliant metadata, but we also provide reporting output from our GIS tracking systems, which are linked to our quality control procedures. BHI regularly reports on the National Standard for Spatial Data Accuracy (NSSDA) accuracy of our geospatial data services, providing our clients with assurance of the quality of our products

WHY YOU CAN TRUST US WITH YOUR CONTRACT

We Offer Years of Government Experience

For decades, BHI has fulfilled the needs of government clients who demand the highest-quality standards of accuracy, performance, and reliability in their engineering design, and project surveying and mapping requirements while keeping within scope and budget attributed data extraction products limitations. The client/project profiles included in this catalog describe some of the successful products and services we have provided to several of our clients. Our experience includes engineering and survey/mapping projects for federal, state, and local agencies; commercial, industry and institutional clients; national laboratories, and private sector clients. Our recent experience includes work for federal departments or agencies such as the Indian Health Service (IHS), US Army Corps of Engineers (USACE), USDA Forest Service (FS), Bureau of Land Management (BLM), Department of Justice (DOJ), Department of Energy (DOE) and U.S. Fish and Wildlife Service (FWS).

Financial Stability and Continuous Improvement

Our diversity in engineering and geospatial services helps us maintain consistent financial performance, which, in turn, keeps BHI on a steady and deliberate course of increasing innovation, automation, research, and development for product quality improvement. Our goal of continuous improvement is further supported by our computing infrastructure, which is kept current with prevailing technologies so that we can provide our clients with contemporary engineering and geospatial products. By staying on the leading-edge of technology, project management, and product innovation, BHI is able to deliver the engineering, GIS, and Information Technology services our clients have come to expect.

TECHNICAL AND MANAGEMENT EXPERTISE

Our Professionals Maintain Full Credentials

BHI employees maintain full certifications and licensures within the engineering, survey/mapping and IT disciplines. These credentials include Professional Engineer (PE) and Professional Licensed Surveyor (PS), and certifications from professional organizations such as ASPRS and quality organizations such as the American Society for Quality. Also among our staff are Project Management Professionals, BLM/CFedS Surveyors, Floodplain Managers, Value Engineering Trained Personnel, Electrical Inspectors, Professional Traffic Operations Engineers, AICP (planners), LEED AP's, Certified Photogrammetrists, Certified Mapping Scientists, and Certified Mapping Technicians.

BHI's Unique Approach to Project Management

A clearly defined scope of work and schedule of milestones are essential to the success of the geospatial products requested by our clients. At the outset of a project, we meet with the client to fully understand what products we must provide to meet or exceed expectations. Items discussed include final scope, coordination efforts, schedule, acquisition, resource planning, budget, product delivery, and quality assurance/quality control. By first evaluating the resources needed to complete the project, we ensure that we can deliver quality products within the required time frame.

Our in-house project management tools allow our project managers to track all jobs, assess project production progress, and ensure that necessary resources are available. These tools also keep clients informed about engineering, spatial data or advanced technology products being produced for them. For example, BHI uses web technologies to coordinate task progress. Our IT web services are deployed to clients who have secure access to their project portal environments at acquisition or distributed production sites. Electronic reporting and communications are directly integrated into the project web site, which pulls data from the project database where the work is being done. This ready access keeps all team members informed about the production status of the GIS products.

OUR QUALITY STORY

Commitment to Quality

Through our commitment to quality, BHI production teams bring an array of competencies to every project, satisfying the GSA's objective of assembling seasoned and capable production teams across the key disciplines of management, quality control, and technical expertise. From documented Quality Control Procedures (QCP) to our adherence to the National Standard for Spatial Data Accuracy (NSSDA) to our ISO 9001:2008 system of quality management, BHI is dedicated to performing each project with a high level of quality. In the sections below, you will read about how BHI applies quality principles to its work processes.

Emphasis on Skills and Competency

While BHI is a stable industry leader, we are also flexible enough to adapt to industry transformations and changes in client needs and expectations. Our exceptional project management, technical production, and quality systems enable us to provide our clients with a balance of technical experience, proficiency in execution, ongoing innovation, and organizational dexterity. BHI management continually adjusts this balance as client influences change the course of our profession. One way in which we do this is by continually developing and expanding the professional skills of our staff.

BHI's approach to internal training is to provide comprehensive instruction and require competence in the tools and procedures necessary to perform the services listed above. This cross-training approach allows our staff to be dedicated to specific projects because they have the skills necessary to meet client expectations and schedule requirements.

BHI's ISO/QAP-based Quality Control Measures

Inspection — BHI's engineering design follows the quality standards of the industry as well as special client's quality protocols (USACE (DQP), DOE (414.1c), NQA - 1 (Subcontract plans)) and others.

BHI's survey/mapping group utilizes GIS tracking and location based quality tools for detection, tracking and correction of any data defects. This "call" system tracks attributes and actions for both in-house and client based quality review process.

PROJECT EXAMPLES

Transportation

For more than 50 years, BHI has worked with Departments of Transportation, cities and counties to provide extraordinary traffic and transportation solutions. The award-winning San Mateo Interchange project improved traffic operations, corrected physical deficiencies of the interchange, and increased safety for drivers, bicyclists, and pedestrians. Two different concepts for the interchange configuration were evaluated, an innovative Diverging Diamond Interchange (DDI) and a modified diamond with a loop ramp.

The final interchange design included

- replacement of the existing interchange bridge,
- revision to San Mateo Boulevard intersection,
- traffic signals,
- lighting,
- utility relocations,
- signing and
- noise abatements.

Because of challenging geometric constraints, detailed study was required to provide the best geometric configuration and traffic signal progression system at these intersections, ramps and adjacent streets.

By combining the widening and interchange reconstruction into one bid package for construction, the timeframe for project construction was slashed from 540 calendar days to 390 calendar days, **saving over \$140 million in road user costs and \$2 – \$5 million in mobilization/traffic control costs.**



Flood Control

After Hurricane Katrina, municipalities across the country looked for ways to reduce the risk of flooding and reduce the cost of flood insurance for their constituents, and to meet new, more stringent federal flood control standards. BHI designed one of the first levees in the nation to meet the revised post-Katrina levee certification standards, and by doing so removed approximately 2,700 acres from the effective floodplain, removing the need for flood insurance for approximately 1,700 properties.



Pre Project Floodplain Limits



Post Project Floodplain Limits

Infrastructure (LEED)

As part of our commitment to sustainability, BHI has provided infrastructure design for numerous LEED-certified projects. Recently, BHI provided onsite and offsite infrastructure design for a 65-acre health facility site, including:

- Domestic and fire protection water
- Sanitary sewer
- Grading and drainage calculations (100-year and 500-year storm events)

Services also included preliminary civil site work planning and engineering for the housing area including water, sewer, drainage and roadway, earthwork balance, and design grade topographic surveying. On this LEED Silver project, BHI was responsible for LEED accreditation for site development and storm water design.



IT Professional Services Consulting

BHI's IT consulting arm, EnvisionIT Solutions (EITS), is a responsive, agile IT consulting group specializing in helping small- to medium-sized New Mexico companies and municipalities in using their current IT systems to their full potential, while growing with new technology.

EITS's certifications include

- Gold Certification as a Microsoft Partner
- Microsoft Small Business

Recent projects include a full network design for a police headquarters including Microsoft Small Business Server 2003 implementation. The team also implemented CrimeStar, the municipality's records management, computer aided dispatch, jail/custody management and mobile/field reporting software. To meet the need for a secure backup system, EITS implemented redundant security software; its encryption transmission gave the police station the security needed to surpass all state regulations.

LABOR CATEGORIES

Categories Description for SIN 871- C871 1-7 Engineering and Technical Services

SENIOR PROJECT DIRECTOR (E7)

Duties and Responsibilities: Under the general direction of the Executive Committee or Partners, responsible for managing discipline/sector groups or teams for very complex and unconventional technology or delivery systems for specific and corporately significant clients. May involve the management of multiple programs in a specific delivery system. Responsible for the financial performance of teams/groups and projects of considerable magnitude and risk to the Company. Typical projects might include major multiple or individual programs or construction management engagements, design-build projects of market significance, design-build-operate-maintain undertakings, unique and complex facility infrastructure design, large programming or master planning studies requiring specialized knowledge and abilities. Responsible for mentoring project staff associated with highly sophisticated and unconventional projects. Responsible for fulfilling administrative requirements including business development, scoping/negotiating, group/project financial health, administrative, human resource, and staff resource programming.

Education Requirements: Bachelor's degree in field of practice. Post graduate degree preferred. Management coursework and/or MBA a plus. Professional registration in field of practice is required, if available, e.g., P.E., A.I.C.P., R.A., or R.L.A.

Experience Requirements: 15 years since Bachelor's or 12 years since Master's, with at least 2 of these as a Program Manager, Group Leader, or Office Manager with highly complex project management responsibility.

SENIOR ENGINEER VI (E6)

Duties and Responsibilities: Serves as a recognized technical specialist throughout the company, providing advice on the resolution of major technical problems of marked importance to the organization, working under the general supervision of the Group Leader or Partner. Provides technical expertise on programs and projects with substantial fees, developing standards for diverse activities. Serves as technical consultant, solving major technical problems, developing engineering standards and guides, and determining program objectives and requirements. Analyzes projects and makes cost-effective design recommendations, monitors design approaches and makes final design decisions. Provides consultation and advice throughout the company on matters within area of expertise. Monitors budget conformance. Actively serves in quality control capacity. Markets company services. Conducts technical training workshops and serves as mentor to less experienced engineers and other technical professionals. May function as the project manager for routine to complex projects. Responsibilities may include business/client development, negotiating contracts, budgeting, financial management, schedule coordination and resources allocation. Upholds engineering ethics and standards of conduct.

Education Requirements: Bachelor's or Master's in Engineering. P.E. license is required.

Experience Requirements: 13 years' experience since Bachelor's or 12 years since Master's.

ENGINEER V (E5)

Duties and Responsibilities: Provides technical expertise within area of specialization for diverse engineering activities throughout region, district, or company-wide, working under the general direction of a technical or program manager. May function as lead designer or technical consultant. Defines scope of project, with full responsibility for interpreting, organizing, and executing project assignments. Selects problems for investigation, developing novel approaches and solutions to technical problems. Conducts quality control checks, reviewing calculations, designs, evaluations and specifications developed by design staff for accuracy and completeness, performing on-site inspections and reviews, and conducting or overseeing remedial design work. Keeps abreast of state-of-the-art methods and developments in area of specialization. Recommends changes or improvements to plans and programs. May function as the project manager for routine to complex projects. Responsibilities may include business/client development, negotiating contracts, budgeting, financial management, schedule coordination, and resources allocation. Upholds engineering ethics and standards of conduct.

Education Requirements: Bachelor's or Master's in Engineering. P.E. license is required.

Experience Requirements: 10 years' experience since Bachelor's or 9 years since Master's.

SENIOR ENGINEER IV (E4)

Duties and Responsibilities: Provides the expertise of a seasoned engineer to all conventional aspects of functional area and applies advanced concepts and techniques to unconventional engineering problems, working under the supervision of a program manager. May function as individual researcher or technical specialist. Upholds engineering ethics and standards of conduct. Performs project design, sketching design concepts to be developed by junior engineers, CADD designers, or technicians. Plans and reviews the production of engineering drawings and specifications. Plans and reviews the production of engineering investigations or planning work. Develops and evaluates plans and criteria for new projects, weighing alternatives and selecting the most cost-effective solution. Analyzes technical problems, assessing the feasibility of proposed techniques and procedures, and devises new approaches and alternative solutions. Analyzes project dimension and scope, and prepares or oversees the preparation of cost and manpower estimates, schedules and job budgets. Coordinates work with project manager, and guides junior professionals and technical personnel on the design and drafting of preliminary and final plans. Is responsible for quality control, maintaining quality standards in all work produced, and checking computations or reviewing designs and drawings performed by others. Capability to manage projects.

Education Requirements: Bachelor's or Master's in Engineering. Master's or graduate level technical coursework is preferred and a P.E. license is required.

Experience Requirements: 6 years' experience since Bachelor's or 5 years since Master's.

SENIOR ENGINEER III (E3)

Duties and Responsibilities: Applies full competency in conventional engineering work and broad knowledge of precedents in specialty area, working under the supervision of a technical manager. On design assignments, understands how to convey the design intent clearly to engineering drawings and specifications. On assignments involving engineering investigations and planning work, has a firm grasp of the fundamentals of engineering processes and their application to operating systems. On projects involving engineering services related to construction activities, has developed a thorough understanding of construction methods and the manner in which engineering drawings and specifications are translated into the constructed

product. Plans, schedules, conducts, or coordinates detailed phases of the engineering work in a part of a major project or in a total project of moderate scope. Performs preliminary engineering design and/or reviews the design and drafting work of junior engineers, designers, or drafters. Prepares cost and man-hour estimates, job budgets and schedules. Prepares or oversees the preparation of final plans and reports and submits them for approval. Conducts or oversees personnel involved in engineering investigations and planning work. Coordinates work with other engineers and professionals within and outside own discipline, and with support services staff. Plans, schedules and conducts or coordinates construction services on projects of moderate scope. May occasionally assist in the management of projects. Upholds engineering ethics and standards of conduct.

Education Requirements: Bachelor's, or Master's Degree in Engineering, P.E. License is required.

Experience Requirements: 4 years of experience since Bachelor's or 3 years of experience since Master's.

ENGINEER II (E2)

Duties and Responsibilities: Applies technical professional proficiency to the investigation of engineering problems, the coordination of project activities, and the preparation of preliminary plans and documents, working under the supervision of a senior engineer or group leader. Progressive experience teaches how to convey the design intent clearly through engineering drawings and specifications. On engineering and planning assignments, continues to develop knowledge of the fundamentals of engineering processes and to apply them successfully to operating systems. On construction assignments, continues to develop an understanding of construction methods and the translation of engineering plans and specifications into constructed product. Assignments have clear and specified objectives and require the investigation of a limited number of variables.

Duties usually include the following: Designs and develop plans and drawings, which may include the development of preliminary layout and/or final drawings; organizes and conducts engineering investigations and planning work which have a well-defined scope; outlines and prepares relatively straightforward reports of sections of more complex reports, working under the periodic review of a more experienced professional. Provides engineering services during construction activities by; reviewing shop drawings for conformance with specifications, prepares records and progress reports defining construction progress, observes construction procedures under the guidance of a more experienced professional, and evaluates the results from quality control testing.

Researches feasibility of alternative design approaches, site conditions, and regulatory agency specifications. Contributes to the development of specifications and permit applications, and writes miscellaneous reports; prepares preliminary man-hour, cost and material quantity estimates; participates in quality control checks, maintaining quality standards in all work produced, checking computations, and/or reviewing designs and drawings performed by others; coordinates with other disciplines as required. Upholds engineering ethics and standards of conduct.

Education Requirements: Bachelor's or Master's in Engineering, E.I., or E.I.T. registration is usually required.

Experience Requirements: 2 years' experience since Bachelor's or 1 year since Master's.

ENGINEER (E1)

Duties and Responsibilities: Performs routine engineering work while developing professional proficiency under the supervision of a senior engineer or group leader. On design assignments, learns to convey the design intent clearly through engineering drawings and specifications. On assignments involving investigations and planning, with applying the fundamentals of engineering processes to operating systems. On assignments involving construction activities, develops an understanding of construction methods and the translation of engineering drawings and specifications into the constructed product. Upholds engineering ethics and standards of conduct. Applies standard engineering practices and techniques in specific situations that may include the following: Assists in the planning, design, and production of engineering drawings. May supervise the production of these drawings. Carries out specific assignments in preparing and assembling specifications. Participates in engineering investigations and planning work by completing well-defined tasks. These tasks may include collection and analysis of data, performance of routine calculations, and participation in evaluating the feasibility of alternate solutions. Prepares assigned reports under the close review of a professional. Participates on projects involving construction activities by reviewing shop drawings for conformance; assists in recordkeeping and in generating progress reports; observes assigned construction procedures. Performs data acquisition and analysis, researching the feasibility of alternative design approaches, site conditions, and/or regulatory agency specifications or regulations. Prepares material for reports and permit applications.

Education Requirements: Bachelor's in Engineering, E.I., or E.I.T. registration desired.

Experience Requirements: Less than 1 year of experience is required of incumbents with a Bachelor's Degree in a branch of engineering directly related to the hiring discipline; no experience required with a Master's degree.

SENIOR PROPERTY ACQUISITION AGENT (ST7)

Duties and Responsibilities: Under the supervision of a Group Manager, directs a staff of right-of-way professionals in providing a full range of production activities for a client or directs a technical right-of-way program in the areas of appraisal, acquisition, relocation assistance and property management. Assures that projects are completed as scheduled in accordance with a published scope of work and that the staff's activities comply with state procedures and statutory requirements. Plans and organizes the activities of project staff involved with land acquisition, condemnation, relocation assistance, property management, and parcel scheduling. Responsible for managing the project's schedule, budget control, and project analysis and reporting. Develops and implements advance acquisition programs for the client and directs the development of project cost estimates. Represents the client at public hearings, meetings, and related functions. Meets with court administrators to explain the project, its schedule and the potential for condemnation. Participates in project proposal presentations and negotiations with current and prospective clients.

Makes recommendations to clients on settlements, changes to existing plans and procedures, and develops plans and programs to achieve desired results, reducing costs and completion time. Oversees, coordinates, and directs client's right-of-way consulting personnel involved in right-of-way activities and project scheduling. Interprets and communicates the client's policies to consultants under contract to the client. Manages the real property assets of a client, provides for the maintenance of facilities or property, reviews asbestos abatement plans and/or directs the demolition and removal of improvements on right-of-way projects. Develops, interprets, communicates, and directs right-of-way policies and procedures in the technical areas of right-of-way.

Oversees, coordinates and directs right-of-way personnel, providing staff support in these technical areas. Prepares schedules, scopes of work, and provides other technical assistance to clients in the functional elements of right of way programs. Participates with client personnel in the selection of right-of-way consultants. Participates in preparing project proposals and in project presentations. Directs the project quality assurance process in accordance with the company's QCAP program.

Education Requirements: Bachelor's degree in Real Estate, Business Administration, or other related field. Licensed by the state's Real Estate Commission, Landman Accredited Board and/or Appraisal Board.

Experience Requirements: 12 years of professional experience in real estate, property management or other related areas. 10 years of right-of-way experience, with 3-5 years management experience preferred.

CONSTRUCTION OBSERVER 7 (CO-7)

Duties and Responsibilities: Under the general supervision of a Division Manager (DM) or Regional Service Manager (RSM) , serves as a recognized technical specialist, directing BHI's construction services activities in a regional or specific service area. Responsible for the administration and observation of construction activities to determine work quality and substantial conformance with plans and specifications. Represents BHI to the construction team and has ultimate responsibility for BHI's performance on the project. Plans, organizes, and directs the administration and coordination of construction observation and reporting activities. Provides financial management of BHI construction phase operations, monitoring costs and expenses, approving and dispersing BHI funds, and coordinating accounting and cost allocation. Leads subordinate BHI staff involved in the observation, scheduling testing and sampling of construction materials, observation of construction work, and documentation of plan revisions and work progress. Is responsible for reporting cost and quality control activities. Meets and coordinates ongoing construction monitoring with client program manager. Prepares and coordinates contract changes and supplemental agreements with client. Performs such other duties as the supervisor may from time to time deem necessary. Responsible for fulfilling administrative requirements including business development, scoping/negotiating, group/project financial health, administrative, human resource, and staff resource programming.

Education Requirements: Bachelor's degree in Civil Engineering or in a related sciences or trades field. Professional registration required.

Experience Requirements: 15 years since Bachelor's or 20 years without a Degree.

CONSTRUCTION OBSERVER 6 (CO-6)

Duties and Responsibilities: Under the supervision of a Division Manager provides technical expertise to the direction of BHI's construction services program activities at one or various project sites. Responsible for the administration and observation of construction activities to determine if the quality of the work performed by the contractor meets clients' needs and governmental requirements, and conforms substantially with plans and specifications. Represents BHI to the construction project group and has ultimate responsibility for BHI's performance on the project. Plans and organizes the administration and coordination of construction observation and reporting activities. Directs subordinate BHI staff involved in the observation, testing and sampling of construction materials, observation of construction work, and documentation of plan revisions and work progress. Is responsible for reporting project cost and quality control activities to client. Provides financial management of BHI office operations, monitoring expenses, approving and dispersing BHI funds, and coordinating BHI accounting and cost allocation. Coordinates construction monitoring with client program manager to resolve

problems, disputes and scheduling of work, and to prepare contract changes and supplemental agreements. Performs other duties as the supervisor may, from time-to-time, deem necessary. Responsible for fulfilling administrative requirements including business development, scoping/negotiating, group/project financial health, administrative, human resource, and staff resource programming.

Education Requirements: Bachelor's degree in Civil Engineering or in a related sciences or trades field. Professional registration required.

Experience Requirements: 10 years since Bachelor's or 16 years without a degree.

CONSTRUCTION OBSERVER 5 (CO-5)

Duties and Responsibilities: Under the general supervision of a Resident Engineer, provides direction in all conventional and unconventional aspects of construction engineering to manage project construction observation and documentation activities, monitoring contractors' substantial compliance with contract, plans, specifications and special provisions and determining project quality, cost, and adherence to established schedule. Incumbents do not supervise any contractor's activities and are not responsible for job site safety. Plans and organizes the observation and documentation of construction projects. Schedules and coordinates observation of ongoing work and testing and sampling of materials. Assigns, leads and supervises BHI personnel engaged in observation and testing and in related record keeping. Monitors contractor's progress against schedule and prepares progress reports. Reviews payment requests and determines amount owing to contractor(s) based on on-site observations and contract stipulations. Oversees compilation of final estimate documents. Performs other duties as the supervisor may, from time-to-time, deem necessary.

Education Requirements: Bachelor's degree in Civil Engineering or Construction Management or in a related sciences or trades field.

Experience Requirements: 8 years since Bachelor's, 12 years since Associate's, or 15 years without a degree.

CONSTRUCTION OBSERVER 4 (CO-4)

Duties and Responsibilities: Under the supervision of a Senior Project Engineer or Resident Engineer, organizes field observation and monitoring of contractors' substantial compliance with contracts so that project quality, cost control, and established completion schedule are met by contractor. Incumbents do not supervise any contractor activities and are not responsible for job site safety. Analyzes construction project requirements in terms of personnel required for observation of construction progress and for testing and sampling of materials. Schedules for and coordinates reports for tests on soil density, concrete, asphalt and other construction materials. Schedules and oversees the work of BHI personnel assigned to observation and testing activities. Observes construction progress in the field and writes reports to record observations and summarize test results. Monitors contractors' progress against established schedule. Reviews payment requests and authorizes payments up to assigned dollar limit, or submits them to more senior personnel for authorization. Recommends solutions to field construction problems, acting as intermediary between contractor and BHI personnel. Provides input to Office Engineer for the preparation of final estimate package. Performs other duties as the supervisor may, from time-to-time, deem necessary.

Education Requirements: Bachelor's degree in Civil Engineering or in a related sciences or trades field.

Experience Requirements: 6 years since Bachelor's, 10 years since Associate's, or 12 years with a related degree or certification.

CONSTRUCTION OBSERVER 3 (CO-3)

Duties and Responsibilities: Under the supervision of a Senior Project Engineer or Resident Engineer, organizes field observation and monitoring of contractors' substantial compliance with contracts so that project quality, cost control, and established completion schedule are met by contractor. Analyzes construction project requirements in terms of personnel required for observation of construction progress and for testing and sampling of materials. Schedules for and coordinates reports for tests on soil density, concrete, asphalt and other construction materials. Schedules and oversees the work of BHI personnel assigned to observation and testing activities. Observes construction progress in the field and writes reports to record observations and summarize test results. Monitors contractors' progress against established schedule. Reviews payment requests and authorizes payments up to assigned dollar limit, or submits them to more senior personnel for authorization. Recommends solutions to field construction problems, acting as intermediary between contractor and BHI personnel. Provides input to Office Engineer for the preparation of final estimate package. Performs other duties as the supervisor may, from time-to-time, deem necessary.

Education Requirements: Bachelor's degree in Civil Engineering or in a related sciences or trades field.

Experience Requirements: 4 years since Bachelor's, 8 years since Associate's, or 10 years with a related degree or certification.

CONSTRUCTION OBSERVER 2 (CO-2)

Duties and Responsibilities: Under the direct supervision of a Senior Project Engineer, observes the work of contractors involved in the construction of projects. Observes construction work and prepares change orders as needed. Researches and interprets contract requirements to determine whether construction work is performed in substantial compliance with plans, specifications, and special provisions. Schedules for and coordinates reports for tests on soil density, concrete, asphalt and other construction materials. Advises BHI project manager and/or owner of any failures or delays. Reviews pay requests for ultimate payment by client. Makes substantial completion and final completion statements. Reviews shop drawings within area of expertise for conformance with design concept. Performs other duties as the supervisor may, from time-to-time, deem necessary.

Education Requirements: Bachelor's degree in Civil Engineering or with a related degree or certification.

Experience Requirements: 2 years since Bachelor's, 4 years since Associate's, or 5 years with a related degree or certification.

SENIOR ESTIMATOR/SCHEDULER (E5)

Duties and Responsibilities: Prepare senior level cost estimates and schedule assignments on major projects in an independent role, or as supervisor of the production of project design estimates/schedules. Develop conceptual through final project cost estimates for all disciplines in all groups. Perform value engineering and constructability reviews. Provide advanced and independent support to clients in the research, review and analysis of construction claims. Supervises and prepares estimate and schedules for major construction programs. Supervises and prepares construction cost estimates and schedules for design projects by coordinating and reviewing quantity take-offs and pricing. Reviews and comments on estimates/schedules prepared by others. Evaluates project scope change orders and assists or negotiates settlement. Develops resource loading for projects and provides corporate assistance.

Supervises production of project schedules for complex transportation design and construction program or project schedules. Performs or assists with project constructability and value engineering reviews on complex projects. Develops project controls system setups and for various clients. Develops, prepares and recommends guidelines on estimating/scheduling. May research, review and analyze data to assist clients with construction claims, including providing expert testimony as required. Performs other duties as the supervisor may, from time-to-time, deem necessary.

Education Requirements: Associate's, Bachelor's, or Master's degree in technical discipline or in a related trades field.

Experience Requirements: 10 years since Bachelor's, 9 years since Master's, 12 years in project control or cost analysis since Associate's; 3 years' experience in advanced level estimating or scheduling position.

ESTIMATOR/SCHEDULER (E2)

Duties and Responsibilities: Provide project scheduling and cost estimating support to Project Managers to help meet contract schedules and budgets and/or assist in the research and review of data for construction claims analyses. Prepares construction cost estimates for design projects by analyzing quantity take-offs, pricing, and contract specifications. Develops estimates, change orders, and reports for management's cost/scheduling projections. Prepares daily/weekly project schedules for various department managers. Prepares construction critical path schedules using contractor experience and production rates to determine accurate duration of activities. Updates project estimates as needed. Determines cost and schedule using software and PC/computer. Prepares miscellaneous reports and correspondence to support project managers in the development of contract change orders, manpower allocation plans, etc. May research, compile, and review data for construction claims analyses. May perform other duties as the supervisor may, from time-to-time, deem necessary.

Education Requirements: Bachelor's or Master's degree in technical discipline or in a related science or trades field.

Experience Requirements: 2 years since Bachelor's, 1 year since Master's.

SENIOR CONTRACTS ADMINISTRATOR (AP4)

Duties and Responsibilities: Under the supervision of a Program Manager or Sr. Project Manager, directs the administration of large and/or complex contracts, to determine and report contract status cost, project quality, and adherence to established completion schedule by the contractors. Analyzes client needs and communicates to contractor in interpretation of plans and specifications. Prepares change orders and/or supplemental agreements and updates project plans. Monitors project progress and maintains daily records and document control. Monitors and records material quantities and construction results. Review shop drawings, schedules, permits, and progress charts. Prepares packages which include plans, construction documents and detailed project, administrative and contractual items.

Education Requirements: Bachelor's degree in Civil Engineering or Construction Management.

Experience Requirements: 8 years related experience, several of these in office administration of complex projects. 10 years' experience required with Associate's degree; 12 years strongly related experience without a degree.

CONTRACTS ADMINISTRATOR (AP2)

Duties and Responsibilities: Under the direct supervision of a Project or Program Manager, assists in the administration of contracts. Researches contracts, plans, and regulatory agency manuals to determine and analyze specifications and requirements. Reviews contractors' progress reports and field representatives' diary sheets. Monitors, records and updates project records. Maintains program, administrative, contract and document control logs and reports. Assists in the preparation of change orders and/or supplemental agreements and project plan updates. Reviews schedules, permits, and progress charts. Prepares calculations and documentation to update information. Performs such other duties as the supervisor may, from time to time, deem necessary.

Education Requirements: Associate's or Bachelor's degree in Civil Engineering or Construction Management or training in the trades.

Experience Requirements: 5 years of related experience is required with Associate's degree, 2 of which in office administration of a complex project. 8 years' experience is required without a degree; only 2 years related experience is required with a Bachelor's degree.

TECHNICAL MANAGER 7 (TM-7)

Duties and Responsibilities: Provide assistance to project manager, group leader or program manager by coordinating or performing a variety of technical duties requiring professional-level technical knowledge and familiarity with engineering or related project work, such as design, permitting, production, reporting and documentation, as required by specific position. Under the supervision of technical/project manager, performs several of the following duties, depending on the program/project and in accordance with established standards and applicable regulatory policies. May coordinate and oversee project production, inspection and documentation. May interpret plans and schedules to anticipate conflicts, and coordinate/conduct meetings with affected parties. May participate in the preparation of contracts, fee proposals, scopes of work, and invoices. May participate in the preparation of project proposals, presentations and related marketing material and publications. May coordinate and track project submittals. May conduct analyses and prepare technical studies, innovative solutions and reports. May review and edit reports and provide technical writing support. May coordinate the work of consultants or other employees involved in project development activities. May coordinate and oversee design production in accordance with specifications and applicable regulatory policies. May provide supervision and coordination of construction documents. May attend conferences and meetings with clients and regulatory agencies to ascertain requirements and assist in the development of appropriate business development strategies. May be required to maintain awareness of technology updates, regulatory agency policies, organize, and categorize guidelines to facilitate compliance, and keep other personnel informed of changes in relevant regulations.

Education Requirements: Bachelor's in a technical field, plus continued education through workshops, seminars, and related courses.

Experience Requirements: Related Bachelor's degree plus 10 years of experience in engineering or related technical professional activities, exhibiting familiarity with related computer programs and applicable permitting work and registration/certification in principal field of work.

EXECUTIVE MANAGER

Duties and Responsibilities: Must be able to research and define project scope, schedule and budgets. Establishes business objectives, develops organizational policies to coordinate

activities between survey, photogrammetry, and CAD/GIS departments. Authorized to establish responsibilities and procedures to attain corporate objectives. Oversees project budget development and management. Reviews activity reports and financial statements to determine progress and status of projects and corporate operations. Plans, directs, manages, and controls the strategic direction of business development, finance, human resource, production, and technical development. Must be able to research and define multiple project scopes, schedules, and budgets. Must possess strong negotiation and problem-solving skills. Must be able to successfully manage multiple, competing priorities and contract simultaneously. This position is primarily responsible for directing the management, deliverables, and budgets across multiple projects. Creates and maintains professional client relationship to preserve a clear understanding of client needs and expectations. Identify, address, and resolve any project issues impacting client goals, objectives and/or client satisfaction. Proactively manage costs, resources, personnel, and expenses associated with effective program execution. Analyze project resource needs and works with Program Manager to ensure team commitment. Assists Project Managers in, or performs negotiation of project schedule, fee, scope, and contract terms.

Education Requirements: Bachelor's Degree.

Experience Requirements: 10 years of experience in the Geospatial Sciences and/or 20 years related administrative experience.

DOCUMENT CONTROL SPECIALIST (AP2)

Duties and Responsibilities: Responsible for the preparation and monitoring of contract and sub-contract documents and the compilation of monthly invoices, including the appropriateness of labor, sub-consultant invoices and expenses. May be required to act as liaison between manager and staff or clients, responding to inquiries and requests for contract information, invoice or budget approval, and/or directing callers to appropriate staff. Prepares and monitors contract and sub-contract documents. Compiles data and prepares monthly reports, including monthly budgets. Confers with team members to ensure budget items are reasonable before presentation to the manager for approval. Monitors project progress/charges, adjusting budgets/schedule, project performance, and budget conformance. Advises staff on items needing attention. Develops project communication packages including construction scope and graphics, and distributes, tracks and archives documents. Coordinates activities within organizational unit to ensure efficient operation and consistency with policies and procedures. Assists in the development of presentations to staff clients.

May coordinate and attend meetings and prepare meeting minutes. May be required to assist manager with administrative support duties.

Education Requirements: High School Diploma as a minimum. Associate's in Technology or Administration preferred.

Experience Requirements: 4 years' experience in progressively responsible administrative work.

SENIOR TECHNICAL EDITOR (AP3)

Duties and Responsibilities: Provides guidance to the firm in the area of report standards and editorial quality. Reviews and edits reports and other deliverables prepared by BHI's technical administrative services for clients with the purpose of enhancing the quality of BHI's products. Assignments may include some layout and production as well as coordination with BHI's Technical, Business Development and other groups. Supports writing, graphics and editing

assignments as needed for BHI's Business Development and Marketing Services. Helps establish report standards and editorial guidelines for BHI's technical publications and deliverables. Drawing upon professional experience in the area of technical communications, provides writing and editing services for BHI product deliverables. Works directly with project manager to determine the level of service needed and to provide input regarding content needs and format. Works directly with individuals providing content for the deliverable to facilitate schedule adherence and quality content. May also include some contact with clients. Coordinates graphic content and production of deliverables as agreed upon with project manager. Under direction of Corporate Communications Manager, handles marketing client and content databases and communications assignments as requested.

Education Requirements: Bachelor's degree, preferably in English, Technical Communications or related major. Master's Degree or training without a degree

Experience Requirements: 10 years' experience in a similar technical/marketing environment, or combination of 8 years of experience with Master's. Without a degree, 15 years of relevant experience in addition to appropriate knowledge and skills.

TECHNICAL WRITER / EDITOR (AP2)

Reviews and edits reports and other deliverables prepared by BHI's technical/administrative services for clients with the purpose of enhancing the quality of BHI's products. Assignments may include some layout and production as well as coordination with BHI's Business Development group and other internal and external groups. Supports writing and editing assignments as needed for BHI's Business Development and Marketing Services. Drawing upon professional experience in the area of technical communications, provides writing and editing services for BHI deliverables. Works directly with manager to determine the level of service needed and to provide input regarding content needs and format. Works directly with individuals providing content for the deliverable to facilitate schedule adherence and quality content. May also include some contact with clients or teaming partners. Coordinates graphic content and production of deliverables as agreed upon with project manager. Under direction of Corporate Communications Manager, handles marketing and communications assignments as requested. Utilizes graphics, spreadsheet, database, and editing software for document/report preparation.

Education Requirements: Bachelor's degree, preferably in English, Technical Communications or related major.

Experience Requirements: With a degree, 3 years' experience in a similar technical/marketing environment. Without a degree, 10 years of relevant experience in addition to appropriate knowledge and skills.

HEALTH / SAFETY / FACILITY OFFICER (AP4)

Duties and Responsibilities: Oversees the comprehensive Corporate Health and Safety Program. Areas of responsibility include occupational safety and health, environmental regulatory compliance, and risk management loss control and facility related functions. Develops support documentation necessary for program measurement and compliance. Ensures compliance with all federal, state, and local regulations and standards involving safety, fleet and field service operations, environmental health, chemical control, industrial hygiene, general safety, and specialized safety considerations. Administrative support role will include providing services needed for accident investigations, consulting on environmental compliance issues, performance safety related inspections, and preparing job hazard analysis.

Plans preparation/implementation of occupational safety and health management training and employee educational programs, loss control engineering for risk management and insurance considerations, occupational noise/health surveys and fire prevention compliance/remediation, and health exposure-related risk assessments. Establishes and implements short and long-range organizational goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness; effects changes required for improvement. Works with Risk Management personnel to develop and implement employee injury prevention strategies and program(s); monitors program effectiveness and makes adjustments as necessary. Recommends and participates in the development of policies and procedures.

Develops and implements safety-related orientations and training activities based off Job Hazard Analysis. Prepares materials, presents, verifies, or coordinates jurisdictional agency required training, competency certification (i.e. defensive driving and road safety courses, HAZWOPER courses, etc.). Prepares or obtains other instructional materials such as manuals, videos and booklets, as necessary for demonstrating compliance with federal and state jurisdictional agency training requirements. Conducts facility job safety and hazard analysis. May also be called upon to generate reports, analyses, and statistics on safety/health issues.

Education Requirements: Bachelor's in related field.

Experience Requirements: 10 years of experience writing safety programs or procedures, performing safety inspections, training and investigations on an organization-wide level. At least 2 years of experience loss control (insurance/safety) certifications and experience is accepted if it provides the required knowledge, skills and abilities. Experience with Health and Safety Program Improvement and accident rate reduction preferred.

FACILITY SECURITY OFFICER (AP2)

Duties and Responsibilities: Provide administrative and operations support to the head of a large technical operating unit, typically a group leader or program manager. Act on behalf of the program manager's authority in administrative matters. Involves administrative responsibility, which includes compilation, analysis and presentation of operational data, preliminary plan development, and tracking of administrative and security data. Act as liaison between manager and his/her clients and staff, and is charged with information flow across a wide organization. Plays proactive role in ensuring that budgets, goals and deadlines are met by monitoring progress and keeping manager well informed with up-to-date reports, graphs and other decision-making tools. Acts as liaison between DM or RSM/NBSM and his/her Program and Project Managers, District, Regional and National Service Director, as well as clients and prospective clients, responding to inquiries and requests for information/approval and/or directing to appropriate staff, as required. Responsible for the compilation of data and the preparation of monthly reports and preliminary budgets. Confers with managers' direct reports to ensure budget items are reasonable before presentation to the DM or RSM/NBSM. Monitors project progress/charges, adjusting budgets and monitoring revenue generation, project performance, and budget conformance throughout the year. Advises unit managers on items needing attention, e.g., when marketing expenditures are close to exceeding budgeted amount. Coordinates operations within organization unit to ensure consistency with policies and procedures. Assists manager with the initiation and/or processing of personnel actions. Analyzes project control reports and profit planning monitors to ensure expenses have been accurately charted to proper account and proper program/division. Advises managers when corrections are needed.

Develops charts and graphs based on financial reports, and updates them as needed for meetings, monthly reports, or presentations. Assists in the development of presentations to clients and prospective clients.

Prepares organization charts for respective security requirements. Provides administrative support by initiating, tracking, archiving and updating security clearance documents (personnel and facility), composing memos, letters, reports and other documents for manager's signature. Maintains manager's calendar, scheduling and coordinating appointments, periodic meetings, conferences and travel arrangements. May coordinate and attend meetings and prepare meeting minutes.

Education Requirements: Bachelor's degree or related security training.

Experience Requirements: 8 years' experience and demonstrated competency. Without a degree, this is typically reached through a minimum of 12 years' experience in progressively responsible administrative work.

QUALITY ASSURANCE PROFESSIONAL (AP5)

Duties and Responsibilities: The Quality Assurance Officer has the responsibility of directing the company's quality initiatives to ensure that both internal and external processes and products meet the company's desired level of quality and efficiency. Reports to the COO, and collaborates closely with the Executive Committee, Group Managers, Program Managers, Project Managers, Legal Counsel, QA/QC-ISO Committee, and all staff levels. Establishes and monitors quality assurance methods that maximize the accuracy, thoroughness, appearance, efficiency, bidability, constructability, and serviceability of our project deliverables, while minimizing our liability and cost.

Develops new processes and tools as needed to support quality assurance methodology. Monitors quality improvement processes. Leads the Company's efforts to establish and maintain a "quality culture." Provides overall coordination, development, and training of internal audits. Develops and provides training to educate and teach staff on quality issues. Reviews studies and reports for liability-related concerns on a selected basis. Develops and maintains historical information relative to previous problem areas and instructs technical staff as to future avoidance (corrective actions). During project performance reviews, identifies and analyzes project execution problems and recommends solutions to avoid repetition.

Facilitates solutions to solve quality problems that cross Services/Divisions/Regions. Addresses non-conformities from previous internal and external audits. Ensures that organizational systems and training are in place. Ensures that documentation and design controls are appropriate for organization. Assists the management team and provides QA support as necessary to manage risk to the firm. Develops selection criteria for quality improvement actions and presents results to COO for Board reports. Develops recognition and reward systems, in conjunction with Human Resources, to promote quality improvement. Administers an annual operating budget for implementation of the entire corporation's QA program. Organizes networking with other organizations with similar programs.

Education Requirements: Bachelor's degree in Engineering, Technology, Business, or related trades field.

Experience Requirements: Minimum 10 years work experience with 5 years as a Quality Assurance Manager in a service business, or as an internal consultant in a project-oriented engineering culture. Experience with recognized standards and practices for quality assurance and quality management systems preferred. Experience in development and implementation of training in the area of corporate quality.

SR. PLANNER (ARCH 6)

Duties and Responsibilities: Under the general supervision of the Group Leader or Principal, serves as a recognized planning specialist throughout the company, providing advice on the resolution of major technical problems of marked importance to the organization. Provides technical expertise on programs and projects with substantial fees, developing standards for diverse planning activities. Specialization may be in the area of land utilization, urban planning, transportation or archaeological projects. Determines program objectives and requirements. Routinely manages projects. Has responsibility for success of program, major complex projects or client liaison, conformance to budget and quality control. Makes final project decisions and performs final review of job file. Analyzes technical issues, solves major technical problems and/or makes cost-effective recommendations. Strong role in client relationships and client maintenance. Develops Quality Control/Quality Assurance process and implementation.

Education Requirements: Bachelor’s or Master’s degree in Planning or related field. Master’s or graduate level technical coursework preferred. AICP Certification desired.

Experience Requirements: 16 years’ experience since Bachelor’s, or 14 years since Master’s.

CADD TECHNICIAN 7 (CT-7)

Duties and Responsibilities: In coordination with technical professional or manager, provides supervision of a computer-assisted drafting and design group in support of the technical services of the company. Coordinates tasks between technical professionals and computer-assisted drafting and design group. Organizes and reviews schedules of tasks to establish priority of work assignments. Assigns tasks to CADD technicians based on staff ability and task priority. Determines needs for additional standards and symbols to meet specialized requirements of a particular project or to facilitate or improve CADD utilization. Assigns CADD technicians to create symbols and/or write procedures and distributes these to other CADD users inside and outside his/her department. Reviews work flow process to verify consistency of end product with CADD and project standards. Diagnoses equipment and software problems and corrects or obtains technical assistance. Trains lower level technicians and/or other personnel interested in learning to operate CADD equipment.

Monitors workload, staffing and equipment to help unit manager determine needs of the department. Assists project managers to develop Project Control Plans that ensure all CADD related functions that may affect project quality and completion are identified to and provided for all project team personnel. These functions may include, but are not limited to software or hardware configurations, software tools and shortcut routines, or training of project personnel for CADD processes critical to individual projects.

Education Requirements: Bachelor’s degree in technical field or high school plus 10 years of specialized technical training, such as is obtained in a vocational or technical school. Formal CADD training or C.E.T. certification preferred.

Experience Requirements: 12 years’ experience in a combination of technician, and/or CADD technician or designer positions, at least 3 years of which should have been working at a prior level within BHI. May also require experience in the particular discipline supported.

CADD TECHNICIAN 6 (CT-6)

Duties and Responsibilities: In coordination with technical professional or manager, provides supervision of a computer-assisted drafting and design group in support of the technical services of the company. Coordinates tasks between technical professionals and computer-assisted drafting and design group. Organizes and reviews schedules of tasks to establish

priority of work assignments. Assigns tasks to CADD technicians based on staff ability and task priority. Determines needs for additional standards and symbols to meet specialized requirements of a particular project or to facilitate or improve CADD utilization. Assigns CADD technicians to create symbols and/or write procedures and distributes these to other CADD users inside and outside his/her department. Reviews work flow process to verify consistency of end product with CADD and project standards. Diagnoses equipment and software problems and corrects or obtains technical assistance. Trains lower level technicians and/or other personnel interested in learning to operate CADD equipment.

Monitors workload, staffing and equipment to help unit manager determine needs of the department. Assists project managers to develop Project Control Plans that ensure all CADD related functions that may affect project quality and completion are identified to and provided for all project team personnel. These functions may include, but are not limited to software or hardware configurations, software tools and shortcut routines, or training of project personnel for CADD processes critical to individual projects.

Education Requirements: Bachelor's degree in technical field or high school plus 10 years of specialized technical training, such as is obtained in a vocational or technical school. Formal CADD training or C.E.T. certification preferred.

Experience Requirements: 10 years of experience in a combination of technician, and/or CADD technician or designer positions, at least 3 years working at a prior level within BHI. May also require experience in the particular discipline supported.

CADD TECHNICIAN 5 (CT-5)

Duties and Responsibilities: Under the general supervision of a technical professional or Program Manager, provides a high degree of sophistication and expertise in the performance of varied and highly complex computer-assisted drafting and design work to support the technical services of the company. Performs independent design work on CADD. Uses CADD system to enter the required data, such as precise measurements and commands, in order to generate designs, construction drawings, renderings, report graphics or other digital images. Develops, organizes and prepares a variety of highly complex layouts, drawings and designs from written or verbal specifications, or from rough or detailed sketches and/or drawings made by technical professionals, converting paper documents into computerized files. Develops and maintains standards and symbols to meet specialized needs of a particular project or to facilitate or improve CADD utilization. Develops, writes and distributes procedures to other CADD users inside and outside own department.

CADD TECHNICIAN 5 (CT-5) - CONTINUED

Produces various design options on the screen or on hard copy. May include technical professionals' verbal instructions or ideas to assist in resolving a design concept not yet completely defined. Uses CADD to design, redesign, modify, or otherwise edit existing design. Performs mathematical calculations necessary to complete simple and complex design tasks. Checks final design on screen to verify completeness, clarity, and accuracy of drawing and assists in QA documentation. Assist in troubleshooting various CADD production technologies, including hardware and software. Provides intermediate/advanced training to technical personnel, as well as those interested in acquiring skills and knowledge of various CADD production technologies.

Education Requirements: High school plus specialized technical coursework and/or that obtained in vocational or technical school, or in an Associate's degree program in a related technical field.

Experience Requirements: 10 years of related experience in a combination of technician and/or CADD technician or designer positions. May also require experience in the particular discipline supported.

CADD TECHNICIAN 4 (CT-4)

Duties and Responsibilities: Under the supervision of a senior technical professional or manager, provides strong technical skills and experience as a proficient technician to support engineers, planners, architects, surveyors or graphics designers working in transportation, development, infrastructure, structures, land surveying or other technical services of the company. Depending on service supported, typical duties may include the following: Selects, interprets, adapts and applies guidelines, precedents and technical principles related to field of specialty, to non-routine and complex problems. Researches and interprets background data and client needs. Conducts on-site observations; monitors and updates project schedules and project documentation. May perform basic design calculations and scaling for supervisor's approval and/or make required computations to reduce survey notes utilizing plane geometry/trigonometry. Interprets environmental assessment findings, evaluates these against EPA standards and/or other established criteria, and writes reports for review by engineer or scientist. Performs a wide variety of complex CADD assignments, applying principles of discipline(s) supported. May develop conceptual design alternatives as required by supervisor or alter final drawings as requested. Assists technical professionals in preparing specifications, writing technical reports, calculating estimated project costs and man-hours, coordinating presentations to clients and performing other professional-level tasks.

Education Requirements: High school plus specialized technical coursework and/or that obtained in vocational or technical school, or in an Associate's degree program in related technical field.

Experience Requirements: 6 years' experience required with a related Associate's degree or its equivalent level degree; 10 years of directly related experience is generally required without such formal training.

CADD TECHNICIAN 3 (CT-3)

Duties and Responsibilities: Under the supervision of a designer, technical professional or manager, provides proficiency in computer-assisted drafting and design to support the technical services of the company. Uses CADD system to enter the required data, such as precise measurements and commands, in order to generate construction drawings, renderings, report graphics, and other digital images. Prepares complex layouts, drawings, and designs from written or verbal specifications or from rough or detailed sketches and/or drawings made by technicians, designers or technical professionals, converting paper documents into computerized file. Produces various design options on the screen or in hard copy, following a designer's or technical professional's verbal instructions or ideas to assist in resolving a design concept not yet completely defined. Coordinates hard copy or digital annotation comments and changes and validates changes. Uses CADD to redesign, modify, or otherwise edit existing design. Makes minor mathematical calculations. Checks final drawing to verify completeness, clarity, and accuracy of drawing. Operates plotter to transfer developed drawings to an appropriate medium. May diagnose and correct equipment problems and assist in training lower level technicians and/or other personnel wishing to learn to operate CADD equipment. Provides technical assistance in troubleshooting CADD equipment and assist in training inexperienced CADD personnel.

Education Requirements: High school plus specialized training and/or that obtained in vocational or technical school, or in an Associate's degree program in a related technical field. Formal CADD training required.

Experience Requirements: 6 years' experience in a CADD technician position, with at least 3 of these years doing full-time CADD work.

Categories Description for SIN 899-7 Engineering and Technical

EXECUTIVE MANAGER

Duties and Responsibilities: Must be able to research and define project scope, schedule and budgets. Establishes business objectives, develops organizational policies to coordinate activities between survey, photogrammetry, and CAD/GIS departments. Authorized to establish responsibilities and procedures to attain corporate objectives. Oversees project budget development and management. Reviews activity reports and financial statements to determine progress and status of projects and corporate operations. Plans, directs, manages, and controls the strategic direction of business development, finance, human resource, production, and technical development. Must be able to research and define multiple project scopes, schedules and budgets. Must possess strong negotiation and problem-solving skills. Must be able to successfully manage multiple, competing priorities and contract simultaneously. This position is primarily responsible for directing the management, deliverables and budgets across multiple projects. Creates and maintains professional client relationship to preserve a clear understanding of client needs and expectations. Identify, address and resolve any project issues impacting client goals, objectives and/or client satisfaction. Proactively manage costs, resources, personnel, and expenses associated with effective program execution. Analyze project resource needs and works with Program Manager to ensure team commitment. Assists Project Managers in, or performs negotiation of project schedule, fee, scope and contract terms.

Minimum Training: Relative project management training courses preferred.

Certifications: Relative project management certification courses preferred.

Education: Bachelor's Degree

Experience Requirement: 10 years' experience in the Geospatial Sciences and/or twenty years related administrative experience.

PROGRAM MANAGER

Duties and Responsibilities: The program manager shall ensure that all projects are completed on time, within budget, and to the required specifications. The program manager will coordinate with operations and technical staff on all phases of project operations, including, but not limited to, proposal development, financial planning/budgeting, contract review, quality assurance, subcontract coordination, budget and schedule control, and client coordination. Must have 7-10 years' experience as project or production manager within the Geospatial industry; 5 years or more of experience in financial planning, budgeting, and reporting; supervisory experience of 10+ staff at any given time. Must demonstrate an enterprising, innovative, proactive management approach. Must be able to research and define multiple project scopes, schedules and budgets. Must possess strong negotiation and problem-solving skills. Must be able to successfully manage multiple, competing priorities and contract simultaneously. Effectively resolves conflict by initiating and facilitating communication. Mentor and coach project managers to manage projects. Analyze, assemble and direct appropriate resources

across all projects. Monitor scope, budget and schedules and ensure project managers effectively plan their projects. Must have a comprehensive background working with tools and applications required in Geomatics, Photogrammetry, and Surveying sciences. Assist project managers in negotiating contracts and be responsible for contract reporting and execution. Provide technical assistance and support to project managers as needed. Perform project QA/QC to ensure project meets standards.

Minimum Training: Relative project management training courses preferred.

Certifications: Relative project management certification courses preferred.

Education: Bachelor's Degree

Experience Requirement: 8 years' experience in the Geospatial Sciences and/or 15 years related administrative experience.

SENIOR PROJECT MANAGER

Duties and Responsibilities: Responsible for the detailed management of specific projects. Coordinates with program manager and other project managers as required. Provides guidance and direction to team members to ensure efficient use of resources. Uses web-based management system and other mechanisms for tracking hours, progress, quality control, and actual performance against estimates. Must have a comprehensive background working with tools and applications required in Geomatics, Photogrammetry, and Surveying sciences

Minimum Training: Relative project management training courses preferred.

Certifications: Relative project management certification courses preferred.

Education: Bachelor's Degree

Experience Requirement: 8 years' experience in the Geospatial Sciences and/or 15 years related administrative experience and supervisory experience of 5 or more staff.

PROJECT MANAGER

Duties and Responsibilities: Responsible for the detailed management of specific projects. Coordinates with program manager and other project managers as required. Provides guidance and direction to team members to ensure efficient use of resources. Uses web-based management system and other mechanisms for tracking hours, progress, quality control, and actual performance against estimates. Must have a comprehensive background working with tools and applications required in Geomatics, Photogrammetry, and Surveying sciences

Minimum Training: Relative project management training courses preferred.

Certifications: Relative project management certification courses preferred.

Education: Bachelor's Degree

Experience Requirement: 8 years' experience in the Geospatial Sciences and/or 15 years related administrative experience and supervisory experience of 5 or more staff.

SENIOR GIS PROGRAMMER

Duties and Responsibilities: Must possess above average verbal and written communication and Microsoft Office skills. Position requires knowledge of CAD/GIS related software applications supporting production of geospatial products. Must be able to program in C++, C#, Python, Visual Basic, and SQL languages that support the aforementioned applications. Preference for knowledge of Avenue and Arc Macro Language. Knowledge and experience with Safe Software Feature Manipulation Engine is preferred. Primarily responsible for designing, developing, implementing, consulting, and addressing the system demands of CAD/GIS clients. Must be able to serve as subject matter expert for providing consultation on CAD/GIS systems, integration, and/or application development for the production of geospatial products requested by clients and/or purchase orders.

Minimum Training: Relative project management training courses preferred.

Certifications: Relative project management certification courses preferred.

Education: Bachelor's Degree.

Experience Requirement: 6 years of related programming experience in a CAD/GIS environment.

GIS PROGRAMMER

Duties and Responsibilities: Must possess above average verbal and written communication and Microsoft Office skills. Requires knowledge of CAD/CAD related software applications supporting production of geospatial products. Must be able to program in C++, C#, Python, Visual Basic, and SQL languages that support the aforementioned applications. Primarily responsible for designing, developing, implementing, consulting, and addressing the system demands of CAD/GIS clients. Responsible for providing consultation and development of Engineering and CAD/GIS systems, integration, and/or application development for the production of geospatial products requested by clients.

Minimum Training: Relative program training courses preferred.

Certifications: Relative program certification preferred.

Education: Bachelor's Degree.

Experience Requirement: 4 years of related programming experience in a CAD/GIS environment.

GIS TEAM LEAD / QUALITY ASSURANCE

Duties and Responsibilities: The CAD/GIS team lead assigns, directs, and leads the production team of technicians in the production of photo interpretation, compilation of feature data, editing, translation and manipulation of geospatial data. Must perform field verification tasks to produce products for external clients, with the goal of delivering all products on time and within budget, while meeting client requirements and ensuring the profitability of the company. The CAD/GIS team lead is responsible for all phases of team operations, including, but not limited to, scheduling, team assignments, quality assurance and control, personnel management, team performance monitoring, budget and schedule performance monitoring, and coordination and communication with other departments, teams, and management personnel.

Minimum Training: Relative program training courses preferred.

Certifications: Relative program certification preferred.

Education: BS/AA degree in Surveying, Engineering, or Geography or an equivalent sciences or trades degree.

Experience Requirement: BS/BA degree in a mapping related field or an equivalent sciences or trades degree. Requires minimum of 5 - 10 years' experience in Imagery-based cartography, and other aspects of CAD/GIS concepts. Requires a minimum of 3 years of management/leadership experience.

GIS ANALYST

Duties and Responsibilities: The CAD/GIS Analyst collects, organizes, edits, photo interprets, and compilation of feature data, to produce finished products that meet internal and/or external client requirements. Responsibilities also include coordinating project tasks, provide training and support team lead when needed.

Minimum Training: Relative program training courses preferred.

Certifications: Relative program certification preferred.

Education: BS/AA degree in surveying, engineering, or geography or an equivalent sciences or trades degree.

Experience Requirement: 2-4 years cartographic experience.

GIS TECHNICIAN

Duties and Responsibilities: Must possess good verbal and written communication skills and be able to effectively present information and respond to questions from clients, regulatory agencies, or members of the business community; write speeches and articles for publication; read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; write clear and precise reports, business correspondence, and procedural documentation; and work with mathematical concepts. The position requires knowledge of CAD/GIS-related software applications.

Functional Responsibility: Primarily responsible for performing a variety of digital map production tasks from trace digitization to design file processing.

Minimum Training: Relative program training courses preferred.

Certifications: Relative program certification preferred.

Education: High School Diploma or GED.

Experience Requirement: 2 years of related experience.

PROFESSIONAL SURVEYOR

Duties and Responsibilities: Must possess thorough knowledge of the legal aspects of land surveying in the state where performing work, above average verbal and written communication and presentation skills, and proficiency in Microsoft Office, Trimble products, AutoCAD, and ArcGIS. Must be able to read, analyze, and interpret complex documents; respond effectively to sensitive inquiries; write speeches and articles; and work with mathematical concepts.

Minimum Training: Relative program training courses preferred.

Certifications: Relative program certification preferred. Must be able to obtain and maintain a security clearance.

Education: Minimum requirements include BS of Surveying Engineering or equivalent degree and current standing as a Professional Surveyor or reciprocity within 1 year.

Experience Requirement: Professional Survey License and applicable OSHA certifications required including number of years' experience required by licensing state. Excellent driving record and valid driver's license required. Must have experience in at least one of the following: Boundary Surveys, Subdivision Plats, Right-of-Way Surveys, ALTA Surveys, Construction Staking and/or Topographic Surveying.

SURVEY PARTY CHIEF

Duties and Responsibilities: In accordance with the company's commitment to adopt and implement ISO-based quality processes, the following essential duties and responsibilities of a Survey Party Chief are outlined according to the five-step workflow model that is used to accomplish every project.

Preparation – Participate effectively as a team member in team and group activities and communications; share technical knowledge. As a team member, work directly with the team leader and team/group colleagues to plan, develop, implement, and thoroughly document ongoing activities, policies and/or special assignments. Seek opportunities to address and communicate work flow improvements to team and entire group. Manage field crew; provide input for instrument person evaluations. Provide input about project scheduling as necessary. Demonstrate effective communication skills with internal and external clients. Participate in field data preparation.

Production – Understand processes and tools for all Survey products (such as Boundary Surveys, Geomatics Surveys, Geodetic Control, Construction Staking, GIS Inventory, etc.) Demonstrate proficiency in the use of all Survey equipment. Manage, safeguard, and properly maintain all Survey equipment, including assigned corporate vehicles. Perform preliminary data reduction and adjustments for deliverables. Produce clear and accurate field notes in accordance with prescribed recordkeeping procedures. Understand and observe corporate Safety Program and Policy and ensure field crew adherence to policy.

Take personal responsibility for individual, team and group assignments. Follow work instructions in team-based system.

Understand and strive to adhere to project schedules, scope and budget requirements. Report and record project status and production problems or issues. Improve performance. Maintain personal statistics and production goals. Set goals, develops plans, measures progress and analyzes results to improve production performance and knowledge for self and team.

Quality – Follow documented QMS procedures and critically assess them for improvement. Complete records, reports and documentation requirements according to product specifications, group policy and quality standards. Report nonconformities. Maintain clean work areas, including Survey Annex and vehicles. Collaborate with Team Leader and team colleagues to identify opportunities for improvement and to achieve the group's continuous improvement goals.

Delivery – Review, understand and effectively communicate product specifications of the customer. Determine any specifications and/or requirements not stated by the customer but necessary for the product's specified or intended use, where known. Meet any statutory and regulatory requirements related to the product, and any additional requirements determined by BHI. Be aware of each project's delivery schedule and constraints and strive to meet and exceed those requirements.

Closeout – Participate in measurement, analysis and improvement activities in order to gain lessons learned at the culmination of each project. Participate as required in internal quality audit activities to assess compliance with documented procedures, identify opportunities for improvement, and initiate corrective action where required.

Analyze internal QC results (re-works required, customer satisfaction) to evaluate where continual improvements can be made. Assist in archiving project data (i.e., Field Books, Field Digital Data, Project Folder Data, (field folders), etc.)

Minimum Training: Requirement for position must be familiar with total stations, data collection, GPS, and other general survey field equipment. Four years of experience preferred.

Certifications: CST-Field Certification considered more qualified.

Education: Academic: Minimum High School diploma or GED. Math Competency: Trigonometry, Geometry, Algebra

Other Requirements: Valid driver's license. High proficiency in computer skills.

Experience Requirement: Minimum of five years Field Survey experience. Relevant experience in ALTA and Route surveys, Construction staking, and GPS principles and practices (Trimble). LSI preferred. DOT experience a plus. Knowledge and experience with MicroStation/Inroads, Trimble GPS, and TGO are preferred and available on the job training available in house by leading experts.

INSTRUMENT OPERATOR

Duties and Responsibilities: Must possess good verbal and written communication skills and be able to effectively present information in one-on-one and small group situations. Applicable OSHA certifications required. Requirement for position must be familiar with total stations, data collection, GPS, and other general survey field equipment. Excellent driving record and valid driver's license required.

Minimum Training: Relative program training courses preferred.

Certifications: Relative program certification preferred.

Education: High School Diploma or GED.

Experience Requirement: 2 years of experience.

SURVEY FIELD TECHNICIAN

Duties and Responsibilities: In accordance with the company's commitment to adopt and implement ISO-based quality processes, the following essential duties and responsibilities of a Survey Field Technician are outlined according to the five-step workflow model that is used to accomplish every project.

Preparation – Participate effectively as a team member in team activities and group communications; share technical knowledge. As a team member, work directly with the team leader and team to plan, develop, implement, and thoroughly document ongoing activities, policies and/or special assignments related production protocol. Seek opportunities to address and communicate workflow improvements to team and entire group. Assist with preparation and maintenance of equipment for fieldwork.

Assist with the inventory and stocking of materials for fieldwork. Assist with vehicle maintenance requirements. Assist with field data preparation and field notes.

Production – Participate in the production of various types of Survey products, i.e., Boundary Survey, Geomatic Surveys (topographic, mapping), Geodetic Control, Construction Staking, GIS inventory, etc. Understand processes and tools for all Survey products. Follow work instructions in team-based system. Understand and strive to adhere to project schedules, scope and budget requirements. Report and record project status and production problems or issues. Perform final data reduction and processing. Take personal responsibility for individual, team and group assignments. Improve performance. Maintain personal statistics and production goals. Set goals, develops plans, measures progress and analyzes results to improve production performance and knowledge for self and team.

Quality – Follow documented ISO administrative and production procedures and critically assess them for improvement. Complete records, reports and documentation requirements according to product specifications, group policy and quality standards. Report nonconformities. Maintain clean work areas, including Survey Annex and vehicles.

Collaborate with Team Leader and team colleagues to identify opportunities for improvement and to achieve the group’s continuous improvement goals.

Delivery – Review, understand and effectively communicate product specifications of the customer. Determine any specifications and/or requirements not stated by the customer but necessary for the product’s specified or intended use, where known. Meet any statutory and regulatory requirements related to the product, and any additional requirements determined by BHI. Be aware of each project’s delivery schedule and constraints and strive to meet and exceed those requirements.

Closeout – Participate in measurement, analysis and improvement activities in order to gain lessons learned at the culmination of each project. Participate as required in internal quality audit activities to assess compliance with documented procedures, identify opportunities for improvement, and initiate corrective action where required. Assist in archiving project data including field books and field folders.

Minimum Training: Relative program training courses preferred.

Certifications: CST-Field Certification considered more qualified.

Education: Academic: High school diploma or GED. Math Competency: Elementary Trigonometry, Geometry, Algebra

Other Requirements: Medium proficiency in computer skills

Experience Requirement: Minimal to no Survey field experience required; at least one year Survey experience preferred. Must be familiar with total stations, data collection, GPS, and other general survey field equipment The position has a preference for experience with Microsoft Office, Trimble products, AutoCAD, Geomedia and/or ArcGIS. Excellent driving record and valid driver's license required.

SURVEY OFFICE TECHNICIAN

Duties and Responsibilities: In accordance with the company’s commitment to adopt and implement ISO-based quality processes, the following essential duties and responsibilities of a Survey Office Technician are outlined according to the five-step workflow model that is used to accomplish every project.

Preparation – Participate effectively as a team member in team activities and group communications; share technical knowledge. As a team member, work directly with the team leader and team to plan, develop, implement, and thoroughly document ongoing activities,

policies and/or special assignments. Seek opportunities to address and communicate workflow improvements to team and entire group. Actively participate in teams and committees at the production group level. Assist with field data preparation.

Production – Participate in the production of various Survey documents, i.e., ALTA/ACSM, Plats of Survey, Subdivision Plats, Right-of-Way Maps, Inspection Location Reports, Legal Descriptions and Site Maps, Topographic Maps, etc. Understand processes and tools for all Survey products. Follow work instructions in team-based system. Understand and strive to adhere to project schedules, scope and budget requirements. Report and record project status and production problems or issues. Perform final data reduction and processing. Take personal responsibility for individual, team and group assignments. Improve performance. Maintain personal statistics and production goals. Set goals, develops plans, measures progress and analyzes results to improve production performance and knowledge for self and team.

Quality – Follow documented ISO administrative and production procedures and critically assess them for improvement.

Complete records, reports and documentation requirements according to product specifications, group policy and quality standards. Report nonconformities. Maintain clean work areas, including Survey Annex and vehicles. Collaborate with Team Leader and team colleagues to identify opportunities for improvement and to achieve the group's continuous improvement goals.

Delivery – Review, understand and effectively communicate product specifications of the customer.

Determine any specifications and/or requirements not stated by the customer but necessary for the product's specified or intended use, where known. Meet any statutory and regulatory requirements related to the product, and any additional requirements determined by BHI. Be aware of each project's delivery schedule and constraints and strive to meet and exceed those requirements.

Closeout – Participate in measurement, analysis and improvement activities in order to gain lessons learned at the culmination of each project. Participate as required in internal quality audit activities to assess compliance with documented procedures, identify opportunities for improvement, and initiate corrective action where required. Analyze internal QC results (re-works required, customer satisfaction) to evaluate where continual improvements can be made. Assist in archiving project data.

Minimum Training: Relative program training courses preferred.

Certifications: CST-Field Certification considered more qualified.

Education: Academic: High school diploma or GED. Math Competency: Elementary Trigonometry, Geometry, Algebra

Medium proficiency in computer skills.

Experience Requirement: Minimal to no Survey field experience required; at least one year Survey experience preferred. Must be familiar with total stations, data collection, GPS, and other general survey field equipment. The position has a preference for experience with Microsoft Office, Trimble products, AutoCAD, Geomedia and/or ArcGIS. Excellent driving record and valid driver's license required.

PHOTOGRAMMETRIST

Duties and Responsibilities: In accordance with the company's commitment to adopt and implement ISO-based quality processes, the following essential duties and responsibilities of a Photogrammetrist are outlined according to the five-step workflow model that is used to accomplish every project.

Preparation – Responsible for planning and organizing all aspects of production for requested contractual products in accordance with schedule and resource availability. Provide technical leadership, supervision, and administrative coordination to the production team. Establish team goals and objectives. Initiate and support communication and coordination between teams. Promote a positive team based, collaborative, continuous learning environment. Conduct regular meetings with the production team. Oversees teams performance review, development, and merit assessments. Assist in new staff recruiting insuring sufficient resources are in place for contractual projects. Evaluate training needs and assist team members in acquiring the skills, knowledge and competencies needed to improve job performance. Apply knowledge of geospatial technology to investigate software/hardware issues. Assist in the evaluation, validation and implementation of new technologies and work instructions.

Production – In support of engineering and CAD/GIS mapping efforts for product request, performs photogrammetric mapping tasks supporting delivered under contract. Defines projects, writing specifications, flight mission design and control design for laying out projects, and approves client deliverables. Mentors junior staff and trains photogrammetric technical staff in the use of production and QA/QC tools and processes.

Quality – Actively participate in ISO:9000 for quality improvement by setting goals, developing plans, measuring progress and analyzing results. Promote the use of documented ISO procedures and critically assesses them for improvement. Complete records, reports and documentation requirements according to product specification, group policy and quality standards. Report nonconformities. Maintain clean work areas and observe clean desk policy. Serve on appropriate teams and committees to achieve the group's continuous improvement goals and to identify opportunities for improvement.

Delivery – Review, understand and effectively communicate product specifications of the customer to the team. Determine any specifications and/or requirements not stated by the customer but necessary for the product's specified or intended use, where known. Meet any statutory and regulatory requirements related to the product, and any additional requirements determined by BHI. Communicate each project's delivery schedule and constraints and strive to meet and exceed those requirements.

Closeout – Participate in measurement, analysis and improvement activities in order to gain lessons learned at the culmination of each project. Participate as required in internal quality audit activities to assess compliance with documented procedures, identify opportunities for improvement, and initiate corrective action where required. Analyze internal QC results (call reports, required rework) to evaluate where continual improvements can be made. Oversee project archiving.

Minimum Training: Relative program training courses preferred.

Certifications: Position requires a current certification as an ASPRS-Certified Photogrammetrist. Must be able to obtain and maintain a security clearance.

Education: Associate's Degree.

Experience Requirement: Five years of related experience. Must be able to read, analyze, and interpret general business documents, professional journals, technical procedures, or

governmental regulations; present information in one-on-one and small group situations; respond to inquiries and complaints; write speeches and articles for publication; apply mathematical concepts to project situations; and present photogrammetric theory, process, and application concepts at professional conferences. Position requires knowledge of photogrammetry-related software applications and processes. The position has a preference for experience with Microsoft Office, Intergraph, AutoCAD, MicroStation, DAT/EM, Geomedia and/or ArcGIS software programs.

PHOTOGRAMMETRIC TECHNICIAN

Duties and Responsibilities: Must possess good verbal and written communication skills, be able to effectively present information in one-on-one and small group situations, and perform basic mathematical calculations. There is preference for experience in Microsoft Office, Intergraph, AutoCAD, MicroStation, DAT/EM, Geomedia and/or ArcGIS. Functional Responsibility: In support of CAD/GIS mapping efforts, assists in the performance of photogrammetric mapping tasks.

Minimum Training: Relative program training courses preferred.

Certifications: Must be able to obtain and maintain a security clearance. Relative program certification preferred.

Education: High School Diploma or GED.

Experience Requirement: Two years of related experience. Position requires knowledge of photogrammetry-related software applications and processes.

CARTOGRAPHER

Duties and Responsibilities: Must possess good verbal and written communication skills and be able to effectively present information in one-on-one and small group situations. Must be able to perform basic mathematical calculations; understand and communicate CAD/GIS concepts; and read and interpret documents, such as operating and maintenance instructions and procedural manuals. Position requires knowledge of geospatial-related software applications and processes. Supports engineering and CAD/GIS mapping production and editing, executes cartographic mapping tasks and QA/QC on mapping projects. Identifies, addresses, and resolves issues impacting task goals, objectives, and/or client satisfaction.

Minimum Training: Relative program training courses preferred.

Certifications: Relative program certification preferred. Must be able to obtain and maintain a security clearance.

Education: High School Diploma or GED.

Experience Requirement: 2 years of practical cartography experience. There is preference for experience in Microsoft Office, Intergraph, AutoCAD, MicroStation, Geomedia and/or ArcGIS.

GEOSPATIAL / IMAGERY ANALYSIS TEAM LEAD

Duties and Responsibilities: In accordance with the company's commitment to adopt and implement ISO-based quality processes, the following essential duties and responsibilities of a Geospatial/Imagery Analysis Team Lead are outlined according to the five-step workflow model that is used to accomplish every project.

Preparation – Responsible for planning and organizing all aspects of team production in accordance with schedule and resource availability. Provide technical leadership, supervision,

and administrative coordination to the production team. Establish team goals and objectives. Initiate and support communication and coordination between teams. Promote a positive team based, collaborative, continuous learning environment. Conduct regular meetings with the production team. Participate in team performance review, development, and merit assessments. Assist in new staff recruiting. Evaluate training needs and assist team members in acquiring the skills, knowledge and competencies needed to improve job performance. Apply knowledge of geospatial technology to investigate software/hardware issues. Assist in the evaluation, validation and implementation of new technologies and work instructions.

Production – Perform geospatial database development of image, vector, and surface map features in accordance with work instructions, product specifications, policies and standards. Continually communicate production status and other operational issues to the Project Manager. Perform technical production tasks including but not limited to job setup, vector, image or surface map feature extraction, processing and/or editing, quality review, correction, and final product / service delivery. When designated, interface and serve as liaison with clients in addressing operational issues or servicing special requests. Answer complex questions, functioning as an expert resource. Maintain team assignment completion schedules. Resolve workflow / data processing issues.

Quality – Actively participate in ISO 9000 for quality improvement by setting goals, developing plans, measuring progress and analyzing results. Promote the use of documented ISO procedures and critically assesses them for improvement. Complete records, reports and documentation requirements according to product specification, group policy and quality standards. Report nonconformities. Maintain clean work areas and observe clean desk policy. Serve on appropriate teams and committees to achieve the group’s continuous improvement goals and to identify opportunities for improvement.

Delivery – Review, understand and effectively communicate product specifications of the customer to the team. Determine any specifications and/or requirements not stated by the customer but necessary for the product’s specified or intended use, where known. Meet any statutory and regulatory requirements related to the product, and any additional requirements determined by BHI. Communicate each project’s delivery schedule and constraints and strive to meet and exceed those requirements.

Closeout – Participate in measurement, analysis and improvement activities in order to gain lessons learned at the culmination of each project. Participate as required in internal quality audit activities to assess compliance with documented procedures, identify opportunities for improvement, and initiate corrective action where required. Analyze internal QC results (call reports, required rework) to evaluate where continual improvements can be made. Oversee project archiving.

Minimum Training: Relative program training courses preferred.

Certifications: Relative program certification preferred. Must be able to obtain and maintain a security clearance.

Education: High school diploma or GED; Four-year college / university degree preferred; AND/OR practical experience: At least three years of relevant, progressively responsible, professional experience in a geospatial data production (photogrammetry) environment.

Experience Requirement: Work experience with preferred 5 to 7 years of experience producing and editing digital orthophotos and supervisory experience of 5 or more staff at any given time. Working knowledge of mapping and/or digital softcopy photogrammetric principles and equipment, processes, and standards. Analytical team player with good interpersonal communication skills and problem-solving ability. Ability to work with high degree of accuracy

and maintain a systematic perspective. Ability to manage a broad variety of technical tasks in response to varying time pressures with shifting priorities and changing constraints. Ability to take direction and work independently where appropriate and with teams as standard practice. Demonstrates an energetic and enthusiastic commitment to continuous improvement and customer service. Great computer skills and familiarity with AutoCAD, MicroStation, Intergraph, ESRI GIS/mapping software platforms is desirable.

GEOSPATIAL/IMAGERY ANALYST

Duties and Responsibilities: In accordance with the company's commitment to adopt and implement ISO-based quality processes, the following essential duties and responsibilities of a Geospatial/Imagery Analyst are outlined according to the five-step workflow model that is used to accomplish every project.

Preparation – Participate in inter- and intra-team activities and group communications for contractual projects. As a team member, work directly with the team leader and team/group colleagues to plan, develop, implement, and thoroughly document ongoing activities, policies and/or special assignments to completing task efficiently within budget. Work and communicate effectively as a team member. Share technical knowledge. Seek opportunities to address and communicate work flow improvements to team and entire group for improving production of mapping and survey products. Actively participate in teams and committees at the production group level.

Production – Perform geospatial database development of image, vector, and surface map features in accordance with work instructions, product specifications, policies and standards. Perform job setup, geospatial database processing, quality review and delivery tasks. Interpret source data (imagery) to extract and attribute vector geospatial database features in accordance with work instructions, product specifications, policies and standards. Process and edit imagery and/or other source data (such as LiDAR) to produce Digital Surface Models (elevation) geospatial database features in accordance with work instructions, product specifications, policies and standards. Process and edit source aerial photography data (film or digital) to assemble image-based (such as orthophotography) geospatial database products and services in accordance with work instructions, product specifications, policies and standards. Take personal responsibility for individual, team and group assignments. Follow work instructions in team-based system. Contribute to creating accurate and timely reports and documentation of projects. Understand project schedule, scope and budget requirements. Report and record project status and production problems or issues. Improve performance. Maintain personal statistics and production goals. Set goals, develops plans, measures progress and analyze results to improve production performance and knowledge for self & team.

Quality – Actively participate in ISO:9000 for quality improvement by setting goals, developing plans, measuring progress and analyzing results. Follow documented ISO procedures and critically assesses them for improvement. Assure geospatial data integrity and consistency within individual work area assignments and across shared work area boundaries. Correct feature database errors reported by either automated or manual quality checks. Complete records, reports and documentation requirements according to product specification, group policy and quality standards. Report nonconformities. Maintain clean work areas and observe clean desk policy. Serve on appropriate teams and committees to achieve the group's continuous improvement goals. Collaborate with Team Leader and team colleagues to identify opportunities for improvement.

Delivery – Review, understand and effectively communicate product specifications of the customer. Determine any specifications and/or requirements not stated by the customer but necessary for the product's specified or intended use, where known. Meet any statutory and regulatory requirements related to the product, and any additional requirements determined by BHI. Be aware of each project's delivery schedule and constraints and strive to meet and exceed those requirements.

Closeout – Participate in measurement, analysis and improvement activities in order to gain lessons learned at the culmination of each project. Participate as required in internal quality audit activities to assess compliance with documented procedures, identify opportunities for improvement, and initiate corrective action where required. Analyze internal QC results (call reports, required rework) to evaluate where continual improvements can be made. Assist in archiving project data.

Minimum Training: Relative program training courses preferred.

Certifications: Relative program certification preferred. Must be able to obtain and maintain a security clearance.

Education: High school diploma or GED; Four-year college / university degree preferred.

Experience Requirement: 1 year of experience producing and editing digital orthophotography. Working knowledge of mapping and/or digital softcopy photogrammetric principles and equipment, processes, and standards. Analytical team player with good interpersonal communication skills and problem-solving ability. Ability to work with high degree of accuracy and maintain a systematic perspective. Ability to manage a broad variety of technical tasks in response to varying time pressures with shifting priorities and changing constraints. Ability to take direction and work independently where appropriate and with teams as standard practice. Demonstrates an energetic and enthusiastic commitment to continuous improvement and customer service. Great computer skills and familiarity with AutoCAD, MicroStation, Intergraph, ESRI GIS/mapping software platforms is desirable.

GEOSPATIAL/IMAGERY TECHNICIAN

Duties and Responsibilities: In accordance with the company's commitment to adopt and implement ISO-based quality processes, the following essential duties and responsibilities of a Geospatial/Imagery Technician are outlined according to the five-step workflow model that is used to accomplish every project.

Preparation – Continually communicate training status and other operational issues to the Trainer and/or Team Leader. Participate in evaluations to assess effectiveness of training. Actively participate, communicate, and collaborate in a production team setting. Promote a positive team-based, collaborative, continuous learning environment. Attend regular meetings with the production team.

Production – Perform geospatial database development of image, vector, and surface map features in accordance with work instructions, product specifications, policies and standards. Interpret stereo imagery to collect and attribute GIS database features. Complete assignments on-time and maintains constant awareness of individual, team, and group production schedule and goals related to production terms.

Quality – Follow documented QMS procedures and critically assess them for improvement. Complete records, reports and documentation requirements according to product specifications, group policy and quality standards. Report nonconformities. Maintain clean work areas and observe clean desk policy. Collaborate with Team Leader and team colleagues to identify

opportunities for improvement and to achieve the group’s continuous improvement goals to improve production.

Delivery – Review, understand and effectively communicate product specifications of the customer. Determine any specifications and/or requirements not stated by the customer but necessary for the product’s specified or intended use, where known. Meet any statutory and regulatory requirements related to the product, and any additional requirements determined by BHI. Be aware of each project’s delivery schedule and constraints and strive to meet and exceed those requirements.

Closeout – Participate in measurement, analysis and improvement activities in order to gain lessons learned at the culmination of each project. Participate as required in internal quality audit activities to assess compliance with documented procedures, identify opportunities for improvement, and initiate corrective action where required. Assist in archiving project data upon project completion.

Minimum Training: Relative program training courses preferred.

Certifications: Relative program certification preferred. Must be able to obtain and maintain a security clearance.

Education: Academic: High school diploma or GED; Four-year college / university degree preferred; and/or Practical Experience: One year CAD and/or GIS experience preferred.

Experience Requirement: Less than 1 year of experience required. Working knowledge of mapping and/or digital softcopy photogrammetric principles and equipment, processes, and standards. Analytical team player with good interpersonal communication skills and problem-solving ability. Ability to work with high degree of accuracy and maintain a systematic perspective. Ability to manage a broad variety of technical tasks in response to varying time pressures with shifting priorities and changing constraints. Ability to take direction and work independently where appropriate and with teams as standard practice. Demonstrates an energetic and enthusiastic commitment to continuous improvement and customer service. Great computer skills and familiarity with AutoCAD, MicroStation, Intergraph, ESRI GIS/mapping software platforms is desirable.

Categories Description for Schedule 70 SIN C132 51 IT Facility Operation and Maintenance Services

PROJECT DIRECTOR/SYSTEMS MANAGER, IT

Duties and Responsibilities: Project Director/Systems Manager need a technical background as well as business acumen and people management skills. Because they direct the work of others, these individuals require strong interpersonal and communication abilities. Analytical thinking also is very important as this position often involves problem resolution and process development. In addition, a strong customer-service orientation is necessary as information technology managers often serve as the final escalation point for high-visibility troubleshooting. Typical duties include analyzing workflow, delegating projects and meeting overall project goals. Developing and monitoring performance standards. Providing input on project hiring decisions for technical staff. Implementing and monitoring new projects and project managers. Managing performance of and delegating projects to team members.

Education Requirements: Bachelor’s or Master’s Degree.

Experience Requirement: 10 Years with Bachelor’s or 5 years with a Master’s Degree.

PROJECT MANAGER / SENIOR CONSULTANT, IT

Duties and Responsibilities: Project Manager/Senior Consultants need a combination of subject-matter expertise and project management skills. They must possess excellent communication, interpersonal and team leadership abilities, as well as the capacity to work with cross-functional teams to accomplish overall project goals. Typical duties include developing and managing project specifications, technical design, and requirements. Sets project timelines, milestones, and deadlines. Coordinates work with cross-functional team leaders, monitoring, and reporting on project status. Assigning tasks to project staff and supervising work.

Education Requirements: Associate's, Bachelor's, or Master's Degree.

Experience Requirements: 10 years with Associate's, 5 years with Bachelor's or 3 years with a Master's Degree.

PROGRAMMER, IT

Duties and Responsibilities: Must have strong analytical and problem-solving abilities. They must understand and conceptualize applications from both a technical/programming perspective and a business point of view. Because they deal with both technical personnel and business managers/administrators, as well as participate on project teams, they need strong interpersonal and communications skills. Excellent programming abilities in common languages and frameworks such as C#/C++, Java, AJAX and Microsoft .NET are needed for the coding aspects of the position. Typical duties include analyzing business application requirements for functional areas. Writing code, testing and debugging software applications. Recommending system changes and enhancements. Documenting software specifications and training users.

Education Requirements: Associate's, Bachelor's, or Master's Degree.

Experience Requirements: 10 years with Associate's, 5 years with Bachelor's or 3 years with a Master's Degree.

DESKTOP/NETWORK SUPPORT ANALYST, IT

Duties and Responsibilities: Desktop/Network Support Analyst should have extensive experience with desktop hardware, software applications, operating systems, and network connectivity. They must be customer service-oriented and proactive in anticipating and resolving problems while maximizing efficient use of computing resources. Typical duties may include maintaining and inventory of installed software, managing software licensing, and creating policies and procedures for upgrades. Working with hardware and software vendors to verify timely product delivery and ensuring that new equipment is installed and ready to operate on schedule. Analyzing and making recommendations for hardware and software standardization. Creating user accounts and managing access control based on company policies.

Education Requirements: Associate's, Bachelor's, or Master's Degree.

Experience Requirements: 10 Years with Associate's, 5 years with Bachelor's or 3 years with a Master's Degree.