General Services Administration Federal Supply Service
Authorized Federal Supply Schedule Price List

Federal Supply Schedule
Multiple Award Schedule

Federal Supply Group: Professional Services

Contract Number
GS-00F-0038N

Period Covered by Contract
February 6, 2003 through February 5, 2023

Woolpert, Inc.
4454 Idea Center Blvd.
Dayton, OH 45430-1500
Telephone: (937) 461-5660
Fax: (937) 461-0743
www.woolpert.com

Contract Administration
Oliver Brown
oliver.brown@woolpert.com, (937) 531-1309

Business Size
Large Business

Pricelist current through Modification A812, dated February 6, 2020

General Services Administration Federal Supply Service
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. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering.
Table of Contents

Customer Information .................................................................................................................. 1
Attachment A ............................................................................................................................... 3
  Technical and Engineering Services .......................................................................................... 3
  Administrative Management and General Management Consulting ............................................ 4
  Environmental Consulting Services ........................................................................................... 5
  Energy Consulting Services ....................................................................................................... 6
  SCLS Labor Categories ............................................................................................................. 7
ATTACHMENT B ............................................................................................................................ 8
  Labor Category Descriptions for Technical and Engineering Services ...................................... 8
  Labor Category Descriptions for Administrative Management and General Management Consulting ............................................................................................................................... 12
  Labor Category Descriptions for Environmental Consulting Services .................................... 16
  Labor Category Descriptions for Energy Consulting Services .................................................. 27
Customer Information

1a. Table of awarded Special Item Numbers (SINs) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
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1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. N/A

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those type of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See hourly rates below.

2. Maximum order: All SINs listed above: $1,000,000.00

3. Minimum order: $100

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

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). Please see attached list of labor categories and pricing.

7. Quantity discounts: None

8. Prompt payment terms: Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Not accepted over micro-purchase threshold

10. Foreign items (list items by country of origin): None

11a. Time of delivery (Contractor insert number of days): Specified on the Task Order
11b. Expedited delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor.

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor.

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s Representative to affect a faster delivery: Contact Contractor.

12. F.O.B. Point(s): Destination

13a. Ordering address: Same as company address, Attn: Oliver Brown

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulations (FAR) 8.405-3.

14. Payment address: Woolpert, Inc., P.O. Box 641998, Cincinnati, OH 45264-1998

15. Warranty provision: Contractor’s Standard Commercial Warranty

16. Export packing charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): N/A

18. Terms and conditions of rental, maintenance, and repair: N/A

19. Terms and conditions of installation (if applicable): N/A

20a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20b. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventative maintenance (if applicable): N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contractor’s website or other location). The EIT standards can be found at: www.Section508.gov/. N/A

25. Data Universal Numbering System (DUNS) number: 008929457

26. Notification regarding registration in System for Award Management (SAM) database: Registered.
## Attachment A

Technical and Engineering Services

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** Denotes Wage Determination category
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** Denotes Wage Determination category
## Energy Consulting Services

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<td>Drafter/CADD **</td>
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<td>Rod Worker **</td>
<td>$57.00</td>
<td>$58.43</td>
<td>$59.89</td>
<td>$61.39</td>
<td>$62.92</td>
</tr>
</tbody>
</table>

** Denotes Wage Determination category
SCLC Labor Categories
The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

<table>
<thead>
<tr>
<th>Woolpert SCLA Eligible Contract Labor Category</th>
<th>SCLS Equivalent Code-Title</th>
<th>Wage Determination Rate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Writer</td>
<td>30461 Technical Writer I</td>
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</tr>
<tr>
<td>Photogrammetric Technician</td>
<td>30030 Cartographic Technician</td>
<td>$25.49</td>
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<tr>
<td>Survey Crew Chief</td>
<td>99830 Survey Party Chief</td>
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<td>Survey Technician</td>
<td>99832 Surveying Technician</td>
<td>$22.53</td>
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<tr>
<td>Photo Lab Technician</td>
<td>99510 Photofinishing Worker</td>
<td>$13.48</td>
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<tr>
<td>Engineering Technician</td>
<td>30082 Engineering Technician II</td>
<td>$17.69</td>
</tr>
<tr>
<td>GIS Technician</td>
<td>Jr. Cartographic Technician (analogous in skill to an Engineering Tech II)</td>
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<tr>
<td>Administrative Assistant</td>
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<td>Environmental Field Technician</td>
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<td>Drafter/CADD</td>
<td>30062 Drafter/CAD Operator II</td>
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<td>Instrument Operator</td>
<td>99832 Surveying Technician</td>
<td>$22.53</td>
</tr>
<tr>
<td>Rod Worker</td>
<td>99831 Surveying Aide</td>
<td>$14.72</td>
</tr>
</tbody>
</table>

* WD 15-4731, Revision 3, dated July 25, 2017
ATTACHMENT B
Labor Category Descriptions for Technical and Engineering Services

Sr. Engineer
Minimum/General Experience
Ten years practical engineering experience, or an advanced engineering related degree with a minimum of eight years practical experience. Must be a Registered Professional Engineer. Must have above average communication skills, both verbal and written. Must be able to develop computer applications or other analysis techniques appropriate to discipline. Must have average PC skills preferably MS Office applications. Must be familiar with discipline related software applications.

Functional Responsibility
Creates and implements plan to identify, train and mobilize resources to perform work. Provides technical expertise and leadership in project definition and planning phases of projects. Coordinates the technical execution of complex, diversified engineering projects. Develops and documents standard practices and coaches and mentors other team members in skill development areas. Performs project QA/QC. Manage or assist in the management of scope, budget, resources and quality on niche projects. Negotiate or assist project managers in negotiating contracts.

Minimum Education
Bachelors’ degree in Engineering.

Engine
Minimum/General Experience
Six years practical engineering experience, or an advanced engineering related degree with a minimum of eight years practical experience. Must be a Registered Professional Engineer. Must have above average communication skills, both verbal and written. Must be able to develop computer applications or other analysis techniques appropriate to discipline. Must have average PC skills preferably MS Office applications. Must be familiar with discipline related software applications.

Functional Responsibility
This position is primarily responsible for performing complex and/or unique engineering functions specific to the discipline (civil, electrical, environmental, mechanical, structural, transportation). Interprets, defines, organizes, executes and coordinates engineering assignments. Directs a specific technical program and provides technical direction for multiple projects of considerable scope and complexity. Provides technical expertise and leadership in the project definition and planning phases. Develops and documents standard practices and coaches and mentors other team members in skill development areas.

Minimum Education
Bachelor’s degree in Engineering.

Associate Engineer
Minimum/General Experience
Four years practical experience. Must be able to apply mathematical concepts such as exponents, logarithms, quadratic equations and permutations. Must be able to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis. Must have good communication skills, both
verbal and written. Must be familiar with discipline related software applications. Engineer-In-Training Certificate preferred.

**Functional Responsibility**
This position is primarily responsible for performing engineering functions specific to the discipline (civil, electrical, environmental, mechanical, structural, transportation) under the direction of a Professional Engineer. Performs engineering computations, conducts evaluations, design analyses, and design development. Prepares reports, recommendations and opinions for approval by a supervising PE. Applies standard engineering practices and techniques to adjust and correlate data; recognizes and resolves discrepancies in results, and follows operations through a series of related steps or processes. Works as a member of a project team in the development of data and/or applications. Acts as a technical advisor to technical staff. Uses CAD to develop engineering and design documents.

**Minimum Education**
Bachelor’s degree.

**Sr. Engineering Technician**

**Minimum/General Experience**
Six years related experience. Must be able to read and interpret construction drawings and specifications. Must be able to read, write and interpret reports, business correspondence and procedural documentation. Must be able to apply mathematical concepts of plane and solid geometry and trigonometry. Must be able to perform basic mathematical calculations and apply to practical situations. For field work, must be able to install, calibrate, and operate field data collection and related equipment used in assessing water, wastewater, and stormwater systems.

**Functional Responsibility**
This position is primarily responsible for performing advanced engineering project tasks. Prepares construction drawings from sketches or other engineering data. Performs design calculations. Recommends changes in programs, routines, and quality control standards to improve efficiency. Calculates quantities for projects including excavations and fill requirements. Works with field personnel to supervise field data collection and condition assessments of utility systems. Works closely with project managers and other technicians to complete project tasks. Secures permits from appropriate agencies. Assigns and schedules work, answers questions and checks other technicians’ work for accuracy. Develops profiles and cross-sections, indicating relations of proposed topographic contours and topographic elevations. Organizes and maintains drawings and records for duration of each project. Participates in CADD operator/standards development. Trains technicians.

**Minimum Education**
Bachelor’s degree, or Associate Degree and 2 years of additional experience.

**Engineering Technician**

**Minimum/General Experience**
Two to six years related experience. Must be able to read and interpret construction drawings and specifications. Must be able to read, write and interpret reports, business correspondence and procedural documentation. Must be able to apply mathematical concepts of plane and solid geometry and trigonometry. Must be able to perform basic mathematical calculations and apply to practical situations. For field work, must be able to install, calibrate, and operate field data collection and related equipment used in assessing water, wastewater, and stormwater systems.
Functional Responsibility
This position is primarily responsible for performing CAD tasks including construction drawings and topographic maps for projects. Prepares drawings from sketches or other engineering data. Develops plan drawings for specific engineering applications (civil, electrical, mechanical, structural, etc.). Develops profiles and cross-sections, indicating relation of proposed topographic contours and existing topographic elevations. Organizes and maintains drawings and records for duration of each project. Calculates quantities for projects including excavations and fill requirements. For field work, work with field supervisor to install and maintain data collection and monitoring equipment and perform condition assessments of utility systems. Works closely with project managers and other technicians to complete project tasks.

Minimum Education
Associates degree, or 2 years of additional experience.

Project Director
Minimum/General Experience
Ten years’ experience in the appropriate field or twenty years related experience. Must be able to research and define project scope, schedule and budgets. 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 possess excellent presentation and communication (oral and written) skills. Must be able to successfully manage multiple, competing priorities.

Functional Responsibility
This position is primarily responsible for directing the management and deliverables and budgets across multiple projects. Creates and maintains professional client relationship to maintain 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, and expenses associated with effective program execution. Define and communicate client needs and expectations. Analyze project resource needs and works with Group Manager to gain team commitment. Assists Project Managers in or performs negotiation of project schedule, fee, scope and contract terms. Develops project QA/QC standards. Ensures project meets QA/QC standards.

Minimum Education
Bachelor’s degree.

Group Manager
Minimum/General Experience
Six years’ experience in the appropriate field or ten years related experience Must demonstrate a proactive management approach. Must demonstrate leadership ability (directing, delegating and coaching). Must be able to manage multiple, competing priorities in a fast-paced environment. Must be able to analyze and evaluate multiple project components, schedules and budgets. Must possess negotiation, conflict management and problem solving skills. Must possess above-average facilitation and/or meeting skills.

Functional Responsibility
This position is primarily responsible for managing group resources to meet group and project goals. Ensures employees are properly fit for position and role by appropriately
placing and ensuring continuous training and development. 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. Ensure project contracts meet Woolpert standards. Assist project managers in negotiating contracts. Provide technical assistance and support to project managers as needed. Perform project QA/QC to ensure project meets standards.

**Minimum Education**
Bachelor’s degree.

**Administrative Assistant**

**Minimum/General Experience**
Must possess five years of general business experience, excellent communication skills, and Microsoft Office proficiency. Must be able to prepare, proofread, and format complex reports, presentations, and contract documents using standard business software. Must be able to complete documents, including reproduction, collation, and delivery, and be able to effectively handle a variety of competing job tasks and use good judgment in handling information with discretion.

**Functional Responsibility**
Provides administrative support to management and consulting staff. Primarily responsible for preparing and formatting documents; providing professional, courteous, and quality service; answering incoming phone calls; relaying fax machine messages; and distributing delivery information. May track program finances.

**Minimum Education**
High school diploma or GED.
Labor Category Descriptions for Administrative Management and General Management Consulting

Project Manager

Minimum/General Experience
Six years of project management experience. Must possess strong verbal and written communication skills, Microsoft Office skills, and organizational skills to successfully manage multiple priorities. Must have the ability to direct and coordinate a variety of professional disciplines to achieve project goals. Requires competence in relevant field.

Functional Responsibility
Primarily responsible for project planning, scheduling, and reporting for specific projects. Develops and implements project QA/QC standards and integrates diverse project elements. Monitors and guides staff in the production of project deliverables.

Minimum Education
Bachelor’s Degree in related field.

Sr. Planner

Minimum/General Experience
Eight years of experience performing planning activities. Must possess above average verbal and written communication and Microsoft Office skills. Must be able to respond effectively to sensitive inquiries, maintain cooperative relationships with the public and local/state government employees, prepare and present technical reports, have knowledge of current planning issues and trends, and plan and organize comprehensive research studies. Requires knowledge of discipline-related software applications. Must be a member of the American Institute of Certified Planners.

Functional Responsibility
Performs complex and/or multi-disciplined planning functions for client projects. Provides technical expertise in the preparation of studies, presentations, and conducts training sessions for internal staff.

Minimum Education
Bachelor’s Degree in related field.

Planner

Minimum/General Experience
Six years of experience performing planning activities. Must possess above average verbal and written communication and Microsoft Office skills. Must be able to respond effectively to sensitive inquiries, maintain cooperative relationships with the public and local/state government employees, prepare and present technical reports, have knowledge of current planning issues and trends, and plan and organize comprehensive research studies. Requires knowledge of discipline-related software applications. Must be a member of the American Institute of Certified Planners.

Functional Responsibility
Performs complex and/or multi-disciplined planning functions for client projects. Provides technical expertise in the preparation of studies and presentations.

Minimum Education
Bachelor’s Degree in related field.
Sr. Facility Analyst

Minimum/General Experience
Eight years of experience performing facility analysis. Must possess above average verbal and written communication and Microsoft Office skills. Must be able to respond effectively to sensitive inquiries, maintain cooperative relationships with the public and local/state government employees, prepare and present technical reports, have knowledge of current facility issues and trends, and plan and organize comprehensive research studies. Requires knowledge of discipline-related software applications.

Functional Responsibility
Performs complex and/or multi-disciplined facility analysis functions for client projects. Provides technical expertise for preparation of presentations and conducting training sessions for internal staff.

Minimum Education
Bachelor’s Degree in related field.

Facility Analyst

Minimum/General Experience
Six years of experience performing facility analysis. Must possess above average verbal and written communication and Microsoft Office skills. Must be able to respond effectively to sensitive inquiries, maintain cooperative relationships with the public and local/state government employees, prepare and present technical reports, have knowledge of current facility issues and trends, and plan and organize comprehensive research studies. Requires knowledge of discipline-related software applications.

Functional Responsibility
Performs facility analysis functions for client projects. Provides technical expertise for preparation of presentations.

Minimum Education
Bachelor’s Degree in related field.

Jr. Facility Analyst

Minimum/General Experience
Two years’ experience performing facility analysis. Must possess above average verbal and written communication and Microsoft Office skills. Must be able to read, analyze, and interpret general documents, professional journals, technical procedures, or governmental regulations; effectively present information in one-on-one and small group situations to clients and team members; write reports, correspondence, and procedure manuals; and apply mathematical concepts to project situations. Requires knowledge of discipline-related software applications.

Functional Responsibility
Assists in facility analysis functions for client projects and in the development of various planning reports and documents for projects.

Minimum Education
Bachelor’s Degree in related field.

Sr. Subject Matter Expert

Minimum/General Experience
Eight years of relevant, practical experience. Must be able to read, analyze, and interpret complex documents and problems; respond effectively to sensitive inquiries; develop relevant computer
applications or other analysis techniques; and establish and maintain rapport with employees, community leaders, and management. Must possess above average verbal and written communication, presentation, and Microsoft Office skills and knowledge of discipline-related software applications. Must possess applicable registration/certification.

**Functional Responsibility**
Provides expert evaluation and consulting support to strategic planning efforts. Provides technical expertise and leadership in directing the research, development, planning, design, and administration of complex projects. Trains and develops internal staff.

**Minimum Education**
Bachelor’s Degree in related field.

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**Subject Matter Expert**

**Minimum/General Experience**
Six years of relevant, practical experience. Must be able to read, analyze, and interpret complex documents and problems; respond effectively to sensitive inquiries; develop relevant computer applications or other analysis techniques; and establish and maintain rapport with employees, community leaders, and management. Must possess above average verbal and written communication, presentation, and Microsoft Office skills and knowledge of discipline-related software applications. Must possess applicable registration/certification.

**Functional Responsibility**
Provides expert evaluation and consulting support to strategic planning efforts. Provides technical expertise and leadership in directing the research, development, planning, design, and administration of complex projects. Trains and develops internal staff.

**Minimum Education**
Bachelor’s Degree in related field.

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**Drafter/CADD**

**Minimum/General Experience**
Two years of drafting/CADD experience. Must be able to read and interpret basic technical documents and apply drafting/CADD techniques to project tasks. Must possess good verbal and written communication skills and be able to effectively present information to individuals and groups. Requires knowledge of computer-aided drafting and design (CADD) software applications.

**Functional Responsibility**
In support of strategic resource planning, assists in the development of plans and designs using CADD technology.

**Minimum Education**
High school diploma or GED.

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**Technical Writer**

**Minimum/General Experience**
Four years of technical writing experience. Must possess above average proficiency in Microsoft Word, strong organizational skills, and excellent communication skills. Must be a proven performer in professional writing and editing; skilled at procedural writing and usability testing; skilled in designing, writing, and editing technical documents; and be able to compose on-the-spot documents on a
personal computer in an interactive setting. Must have knowledge of discipline-specific concepts, terminology, and theories and evaluate writing skills and assist other staff members in writing skill development.

**Functional Responsibility**
Collects and organizes information required for preparation of manuals, training materials, guides, and reports. Edits functional descriptions, specifications, manuals, special reports, or any other customer deliverables and documents. Uses knowledge of discipline-specific concepts, terminology, and theories to ensure that project documentation clearly provides the necessary information for the customers’ understanding.

**Minimum Education**
Bachelor’s Degree in English or a related field.
Labor Category Descriptions for Environmental Consulting Services

**Project Manager**

**Minimum/General Experience**
Six years of project management experience. Must possess strong verbal and written communication skills, Microsoft Office skills, and organizational skills to successfully manage multiple priorities. Must have the ability to direct and coordinate a variety of professional disciplines to achieve project goals. Requires competence in environmental sciences.

**Functional Responsibility**
Primarily responsible for project planning, scheduling, and reporting for specific projects. Develops and implements project QA/QC standards and integrates diverse project elements. Monitors and guides staff in the production of project deliverables.

**Minimum Education**
Bachelor’s Degree in related field.

**Environmental Engineer/Hydrologist**

**Minimum/General Experience**
Four years of experience in practical environmental engineering. Must possess above average written and written communication, presentation, and decision-making skills. Must be able to read, analyze, and interpret complex documents; respond effectively to sensitive inquiries; establish and maintain strong business relationships; write speeches and articles; develop computer applications or other analysis techniques appropriate to environmental engineering; and establish and maintain rapport with employees, community leaders, and executive management. Requires knowledge of environmental engineering software applications. Must be a Registered Professional Engineer or Hydrologist.

**Functional Responsibility**
Provides technical expertise, quality assurance, project management, and leadership in the definition and planning phases of environmental projects, and for coordinating the technical execution of complex, diversified environmental engineering projects. Provides technical expertise and quality assurance and conducting training sessions for internal staff.

**Minimum Education**
Bachelor’s Degree in environmental engineering/related field.

**Sr. Environmental Scientist**

**Minimum/General Experience**
Eight years of practical environmental science experience. Must possess above average written and written communication and computer skills. Must understand and be able to maintain cooperative relationships with state and federal regulatory agencies; prepare and present technical reports; have knowledge of current environmental codes and regulations; plan, organize, and conduct comprehensive research studies; and apply technical knowledge of key federal and state environmental regulations to projects. Requires knowledge of discipline-related software applications.

**Functional Responsibility**
Primarily responsible for providing technical support and project management to projects in the areas of regulatory compliance, environmental sciences, and planning and supervision. Provides technical
expertise in the preparation of environmental impact assessments and conducts training for internal staff.

**Minimum Education**
Bachelor’s Degree in a related field.

**Environmental Scientist**

**Minimum/General Experience**
Six years of practical environmental science experience. Must possess above average written and written communication and computer skills. Must understand and be able to maintain cooperative relationships with state and federal regulatory agencies; prepare and present technical reports; have knowledge of current environmental codes and regulations; plan, organize, and conduct comprehensive research studies; and apply technical knowledge of key federal and state environmental regulations to projects. Requires knowledge of discipline-related software applications.

**Functional Responsibility**
Primarily responsible for providing technical support and project management to projects in the areas of regulatory compliance, environmental sciences, and planning and supervision. Provides technical expertise in the preparation of environmental impact assessments and conducts training for internal staff.

**Minimum Education**
Bachelor’s Degree in a related field.

**Jr. Environmental Scientist/Technician**

**Minimum/General Experience**
Enter-level position. Must possess above average written and written communication and computer skills and have a basic understanding of local, state, and federal law and the ability to maintain cooperative relationships with state and federal regulatory agencies, prepare and present technical reports and conduct comprehensive research studies, and apply technical knowledge of key federal and state environmental regulations to projects. Requires knowledge of discipline-related software applications.

**Functional Responsibility**
Primarily responsible for performing basic tasks associated with environmental planning studies including data collection, field sampling, data analysis, and report writing.

**Minimum Education**
Bachelor’s Degree in a related field.

**Environmental Field Technician**

**Minimum/General Experience**
Two years environmental field experience. Must possess a basic understanding of the tasks required, previous experience of the tasks, or the ability to become proficient at the required tasks within a short period. Must be able to use field sampling equipment, record data, calibrate equipment, maintain equipment, and collate data as required. Must have all applicable OSHA certifications.
**Functional Responsibility**
Primarily responsible for collecting, using, and maintaining field data; calibrating sampling equipment; coordinating field crews; reading maps and site drawings; and providing results in narrative and tabular format.

**Minimum Education**
High School Diploma or GED.

**Sr. GIS Database Developer/Programmer**

**Minimum/General Experience**
Six years of related programming experience in a GIS environment. Must possess above average verbal and written communication and Microsoft Office skills. 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 GIS systems information at GIS conferences. Requires knowledge of GIS-related software applications.

**Functional Responsibility**
Primarily responsible for designing, developing, implementing, consulting, and addressing the system demands of GIS clients. Serves as subject matter expert, providing consultation on GIS systems, integration, and/or application development.

**Minimum Education**
Bachelor’s Degree.

**GIS Database Developer/Programmer**

**Minimum/General Experience**
Four years of related programming experience in a GIS environment. Must possess above average verbal and written communication and Microsoft Office skills. 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 GIS systems information at GIS conferences. Requires knowledge of GIS-related software applications.

**Functional Responsibility**
Primarily responsible for designing, developing, implementing, consulting, and addressing the system demands of GIS clients. Provides consultation on GIS systems, integration, and/or application development.

**Minimum Education**
Bachelor’s Degree.

**Jr. GIS Database Developer/Programmer**

**Minimum/General Experience**
Two years of related programming experience in a GIS environment. Must possess above average verbal and written communication and Microsoft Office skills. 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 GIS systems information at GIS conferences. Requires knowledge of GIS-related software applications.

**Functional Responsibility**
Primarily responsible for working with a project team or senior GIS database developer/programmer in designing, developing, implementing, consulting, and addressing the system demands of GIS clients.

**Minimum Education**
Bachelor’s Degree.

**Sr. GIS Specialist**
**Minimum/General Experience**
Six years of related analysis experience in a GIS environment. Must possess above average verbal and written communication and Microsoft Office skills. 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 GIS systems information at GIS conferences. Requires knowledge of GIS-related software applications.

**Functional Responsibility**
Primarily responsible for designing, analyzing, developing, and implementing GIS processes, tools, and systems. Also responsible for mentoring GIS technical and junior management staff and training GIS technical staff in the use of production and QA/QC tools and processes.

**Minimum Education**
Bachelor’s Degree.

**GIS Specialist**
**Minimum/General Experience**
Three years of related analysis experience in a GIS environment. Must possess above average verbal and written communication and Microsoft Office skills. 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; apply mathematical concepts to project situations; and discuss GIS systems information in a project team setting. Requires knowledge of GIS-related software applications.

**Functional Responsibility**
Primarily responsible for working in a project team or with a senior GIS specialist to design, analyze, develop, and implement GIS processes, tools, and systems.

**Minimum Education**
Bachelor’s Degree.

**GIS Technician**
**Minimum/General Experience**
Two years of related experience. 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. Requires knowledge of 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 Education**
High School Diploma or GED.

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**Professional Surveyor**

**Minimum/General Experience**
Eight years of related experience. 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. Must be able to read, analyze, and interpret complex documents; respond effectively to sensitive inquiries; write speeches and articles; and work with mathematical concepts. Professional Survey License and applicable OSHA certifications required.

**Functional Responsibility**
As a preliminary to GIS mapping efforts, performs advanced surveying work on a variety of office and field projects. Mentors and coaches junior staff members.

**Minimum Education**
High School Diploma or GED.

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**Survey Crew Chief**

**Minimum/General Experience**
Four years of experience. 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 work with environmental land survey-related mathematical concepts. Applicable OSHA certifications required.

**Functional Responsibility**
Provides advanced environmental site work in support of GIS mapping efforts.

**Minimum Education**
High School Diploma or GED.

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**Instrument Operator**

**Minimum/General Experience**
Two years of experience. 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 work with environmental land survey-related mathematical concepts. Applicable OSHA certifications required.

**Functional Responsibility**
Provides intermediate environmental site work in support of GIS mapping efforts.

**Minimum Education**
High School Diploma or GED.
Rod Worker

**Minimum/General Experience**
Entry-level position. 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 work environmental land survey-related mathematical concepts. Applicable OSHA certifications required.

**Functional Responsibility**
Provides environmental site work in support of GIS mapping efforts. Performs under the direction of a project manager, survey crew chief, or field supervisor.

**Minimum Education**
High school diploma or GED.

Survey Technician

**Minimum/General Experience**
Entry-level position. Must possess good verbal and written communication skills and be able to effectively communicate and present information in one-on-one and small group situations. Must be able to read and interpret construction drawings and specifications; read, write, and interpret reports, business correspondence, and procedural documentation; perform basic mathematical calculations; and draw and interpret graphs.

**Functional Responsibility**
As a preliminary to GIS mapping efforts, performs basic drafting tasks.

**Minimum Education**
High school diploma or GED.

Photogrammetrist

**Minimum/General Experience**
Six years of related experience. 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. 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. Requires knowledge of photogrammetry-related software applications. Must be an ASPRS-Certified Photogrammetrist.

**Functional Responsibility**
In support of GIS mapping efforts, performs photogrammetric mapping tasks. Defines projects, writing specifications, 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.

**Minimum Education**
Associate’s Degree.
Photogrammetric Technician

**Minimum/General Experience**
Two years of related experience. 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.

**Functional Responsibility**
In support of GIS mapping efforts, assists in the performance of photogrammetric mapping tasks.

**Minimum Education**
High School Diploma or GED.

Cartographer

**Minimum/General Experience**
Two years of practical cartography experience. 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 GIS concepts; and read and interpret documents, such as operating and maintenance instructions and procedural manuals.

**Functional Responsibility**
In support of GIS mapping, executes cartographic mapping tasks and QA/QC on mapping projects. Identifies, addresses, and resolves issues impacting task goals, objectives, and/or client satisfaction.

**Minimum Education**
High School Diploma or GED.

GIS Pilot

**Minimum/General Experience**
Must have FAA Pilot Certificate endorsements and a minimum of 700 hours as Pilot-in-Command (PIC) in type for high performance, multi-engine aircraft. Must possess a current, valid, US FAA Airman Certificate with the following qualifications:

- commercial, multi-engine land with an instrument flight rules (IFR) certification.
- Must possess excellent verbal and written communication and Microsoft or other computer aided flight-planning skills. Must be able to read, analyze, and interpret general business documents, professional journals, technical procedures, or governmental regulations as they relate to project planning and execution;
- be aware of and proficient with FAA weather forecasting and flight planning systems; respond to inquiries and complaints; and understand general aircraft systems, maintenance requirements, and small electrical system functions. Requires knowledge of FAA regulations and the ability to provide logbooks for review at any time.

**Functional Responsibility**
In direct support of GIS mapping efforts, performs flights for aerial photography of surveyed control points. Directs aerial photo aircraft operations, including piloting the aircraft in transit or on the project site; assessing weather and ground conditions as they relate to the aerial photo mission; and maintaining and showing knowledge of specific aircraft and camera systems as they relate to the safe, consistent operation of aircraft mechanical, communication, navigation, and flight systems. Project assignments may range from hours to weeks, so significant travel is required.
Minimum Education
Assistant’s Degree in aviation-related curriculum.

Lidar Specialist
Minimum/General Experience
Two years of related photogrammetric, geodesy science, or lidar data capture and creation experience in a professional environment. Must possess above average verbal and written communication and Microsoft Office skills. 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; assist in writing technical specifications, procedures, and applications, all suitable for publication; apply mathematical concepts to project situations; and present lidar systems information to staff, clients, and technical peers. Requires knowledge of photogrammetry and geodesy concepts and lidar and photogrammetry-related software applications.

Functional Responsibility
As a preliminary to accurate terrain modeling, performs photogrammetric mapping tasks relating to lidar data capture and creation. Defines projects, writes specifications, lays out projects, and approves client deliverables. Directs and trains photogrammetric technical staff in the use of lidar data collection, creation, and delivery tools; lidar in production; and QA/QC tools and processes.

Minimum Education
Bachelor’s Degree.

Photo Lab Technician
Minimum/General Experience
Six years of practical photo lab experience. Must have good verbal and written communication skills and be able to effectively present information in one-on-one and small group situations; perform basic mathematical calculations; and read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals.

Functional Responsibility
In direct support of GIS mapping efforts, performs photo lab tasks with black/white photography of surveyed control points. Identifies, addresses, and resolves issues impacting task goals, objectives, and/or client satisfaction.

Minimum Education
High School Diploma or GED.

Technical Writer
Minimum/General Experience
Four years of technical writing experience. Must possess above average proficiency in Microsoft Word, strong organizational skills, and excellent communication skills. Must be a proven performer in professional writing and editing; skilled at procedural writing and usability testing; skilled in designing, writing, and editing technical documents; and be able to compose on-the-spot documents on a personal computer in an interactive setting. Must have knowledge of discipline-specific concepts, terminology, and theories and evaluate writing skills and assist other staff members in writing skill development.
Functional Responsibility
Collects and organizes information required for preparation of manuals, training materials, guides, and reports. Edits functional descriptions, specifications, manuals, special reports, or any other customer deliverables and documents. Uses knowledge of discipline-specific concepts, terminology, and theories to ensure that project documentation clearly provides the necessary information for the customers’ understanding.

Minimum Education
Bachelor’s Degree in English or a related field.

Graphic Designer
Minimum/General Experience
Four years of graphic design experience. Must possess strong conceptual and creative abilities, above average communication skills, and an understanding of design concepts. Must be highly skilled in advanced graphics principles and able to review documents for grammar corrections and compliance with company standards. Requires proficiency in graphic designing software, such as PageMaker, Corel Draw, PowerPoint, and PhotoShop.

Functional Responsibility
Manages the design and production of print communications materials. Produces a variety of artwork, including technical and commercial documentation support assignments, vugraph, and 35mm slide presentations, flow charts, wall charts, pamphlets, brochures, and other forms of art work. May use perspective, isometric, orthographic, and schematic techniques to prepare technical and non-technical illustrations and line drawings to ensure that project deliverables clearly provide the necessary information for the customers’ understanding.

Minimum Education
Associate Degree in related field.

Trainer
Minimum/General Experience
Six years of training experience, with at least five years of experience in group/team facilitation, strategic thinking, needs/gap/systems analysis, and performance and process improvement. Must possess above-average communication, presentation, and facilitation skills, excellent instructional design skills, and familiarity with effective behavioral/personality assessment concepts, tools, and methods. Must be proficient in Microsoft Office programs.

Functional Responsibility
Primarily responsible for assessing the firm’s culture, structure, and processes, and developing effective strategies to enhance and improve employee, team, and firm performance.

Minimum Education
Bachelor’s Degree in a related field.

Clerical
Minimum/General Experience
Must possess three years of general business experience, above average communication skills, and Microsoft Office proficiency. Must be able to prepare, proofread, and format complex reports, presentations, and documents using standard business software. Must be able to complete
documents, including reproduction, collation, and delivery, and be able to effectively handle a variety of competing job tasks and use good judgment in handling information with discretion.

**Functional Responsibility**
Provides administrative support to management and consulting staff. Primarily responsible for preparing and formatting documents; providing professional, courteous, and quality service; answering incoming phone calls; relaying fax machine messages; and distributing delivery information.

**Minimum Education**
High school diploma or GED.

**Sr. Technical Writer**

**Minimum/General Experience**
Six years of technical writing experience. Must possess above average proficiency in Microsoft Word, strong organizational skills, and excellent communication skills. Must be a proven performer in professional writing and editing; skilled at procedural writing and usability testing; skilled in designing, writing, and editing technical documents; and be able to compose on-the-spot documents on a personal computer in an interactive setting. Must have knowledge of discipline-specific concepts, terminology, and theories and evaluate writing skills and assist other staff members in writing skill development.

**Functional Responsibility**
Leads the collection and organization of information required for preparation of manuals, training materials, guides, and reports. Edits functional descriptions, specifications, manuals, special reports, or any other customer deliverables and documents. Uses knowledge of discipline-specific concepts, terminology, and theories to ensure that project documentation clearly provides the necessary information for the customers’ understanding.

**Minimum Education**
Bachelor’s Degree in English or a related field.

**Graphic Technician**

**Minimum/General Experience**
Enter-level position. Two years of graphic design experience. Must possess strong conceptual and creative abilities, above average graphics-communication skills, and an understanding of design concepts. Must be highly skilled in advanced graphics principles and able to review documents for grammar corrections and compliance with company standards. Requires proficiency in graphic designing software, such as PageMaker, Corel Draw, PowerPoint, and PhotoShop.

**Functional Responsibility**
Assists in the design and production of print communications materials. Assists in the production of a variety of artwork, including technical and commercial documentation support assignments, vugraph, and 35mm slide presentations, flow charts, wall charts, pamphlets, brochures, and other forms of artwork. May use perspective, isometric, orthographic, and schematic techniques to prepare technical and non-technical illustrations and line drawings. Primarily responsible for performing basic graphic design tasks.

**Minimum Education**
High school diploma or GED.
Woolpert, Inc. reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

1. One year of related work experience is the equivalent of one year of education.
2. One year of education is the equivalent of one year of related work experience.
3. Certification related to the technology is equivalent to two years of the experience/education requirement.
Labor Category Descriptions for Energy Consulting Services

Project Director

**Minimum/General Experience**
Ten years of experience in the appropriate field or twenty years related experience. Must be able to research and define project scope, schedule and budgets. 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 possess excellent presentation and communication (oral and written) skills. Must be able to successfully manage multiple, competing priorities.

**Functional Responsibility**
This position is primarily responsible for directing the management and deliverables and budgets across multiple projects. Creates and maintains professional client relationship to maintain 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, and expenses associated with effective program execution. Define and communicate client needs and expectations. Analyze project resource needs and works with Group Manager to gain team commitment. Assists Project Managers in or performs negotiation of project schedule, fee, scope and contract terms. Develops project QA/QC standards. Ensures project meets QA/QC standards.

**Minimum Education**
Bachelor’s degree.

Group Manager

**Minimum/General Experience**
Six years of experience in the appropriate field or ten years related experience Must demonstrate a proactive management approach. Must demonstrate leadership ability (directing, delegating and coaching). Must be able to manage multiple, competing priorities in a fast-paced environment. Must be able to analyze and evaluate multiple project components, schedules and budgets. Must possess negotiation, conflict management and problem-solving skills. Must possess above-average facilitation and/or meeting skills.

**Functional Responsibility**
This position is primarily responsible for managing group resources to meet group and project goals. Ensures employees are properly fit for position and role by appropriately placing and ensuring continuous training and development. 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. Ensure project contracts meet Woolpert standards. Assist project managers in negotiating contracts. Provide technical assistance and support to project managers as needed. Perform project QA/QC to ensure project meets standards.

**Minimum Education**
Bachelor’s degree.
Sr. Engineer

Minimum/General Experience
Ten years practical engineering experience, or an advanced engineering related degree with a minimum of eight years practical experience. Must be a Registered Professional Engineer. Must have above average communication skills, both verbal and written. Must be able to develop computer applications or other analysis techniques appropriate to discipline. Must have average PC skills preferably MS Office applications. Must be familiar with discipline related software applications.

Functional Responsibility
Creates and implements plan to identify, train and mobilize resources to perform work. Provides technical expertise and leadership in project definition and planning phases of projects. Coordinates the technical execution of complex, diversified engineering projects. Develops and documents standard practices and coaches and mentors other team members in skill development areas. Performs project QA/QC. Manage or assist in the management of scope, budget, resources and quality on niche projects. Negotiate or assist project managers in negotiating contracts.

Minimum Education
Bachelors’ degree in Engineering.

Photogrammetrist

Minimum/General Experience
Six years of related experience. 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. 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. Requires knowledge of photogrammetry-related software applications. Must be an ASPRS-Certified Photogrammetrist.

Functional Responsibility
In support of GIS mapping efforts, performs photogrammetric mapping tasks. Defines projects, writing specifications, 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.

Minimum Education
Associate’s Degree.

Sr. Subject Matter Expert

Minimum/General Experience
Eight years of relevant, practical experience. Must be able to read, analyze, and interpret complex documents and problems; respond effectively to sensitive inquiries; develop relevant computer applications or other analysis techniques; and establish and maintain rapport with employees, community leaders, and management. Must possess above average verbal and written communication, presentation, and Microsoft Office skills and knowledge of discipline-related software applications. Must possess applicable registration/certification.
**Functional Responsibility**
Provides expert evaluation and consulting support to strategic planning efforts. Provides technical expertise and leadership in directing the research, development, planning, design, and administration of complex projects. Trains and develops internal staff.

**Minimum Education**
Bachelor’s Degree in related field.

**Project Manager**

**Minimum/General Experience**
Six years of project management experience. Must possess strong verbal and written communication skills, Microsoft Office skills, and organizational skills to successfully manage multiple priorities. Must have the ability to direct and coordinate a variety of professional disciplines to achieve project goals. Requires competence in environmental sciences.

**Functional Responsibility**
Primarily responsible for project planning, scheduling, and reporting for specific projects. Develops and implements project QA/QC standards and integrates diverse project elements. Monitors and guides staff in the production of project deliverables.

**Minimum Education**
Bachelor’s Degree in related field.

**Sr. GIS Specialist**

**Minimum/General Experience**
Six years of related analysis experience in a GIS environment. Must possess above average verbal and written communication and Microsoft Office skills. 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 GIS systems information at GIS conferences. Requires knowledge of GIS-related software applications.

**Functional Responsibility**
Primarily responsible for designing, analyzing, developing, and implementing GIS processes, tools, and systems. Also responsible for mentoring GIS technical and junior management staff and training GIS technical staff in the use of production and QA/QC tools and processes.

**Minimum Education**
Bachelor’s Degree.

**Sr. Facility Analyst**

**Minimum/General Experience**
Eight years of experience performing facility analysis. Must possess above average verbal and written communication and Microsoft Office skills. Must be able to respond effectively to sensitive inquiries, maintain cooperative relationships with the public and local/state government employees, prepare and present technical reports, have knowledge of current facility issues and trends, and plan and organize comprehensive research studies. Requires knowledge of discipline-related software applications.
**Functional Responsibility**
Performs complex and/or multi-disciplined facility analysis functions for client projects. Provides technical expertise for preparation of presentations and conducting training sessions for internal staff.

**Minimum Education**
Bachelor’s Degree in related field.

**Sr. Planner**

**Minimum/General Experience**
Eight years of experience performing planning activities. Must possess above average verbal and written communication and Microsoft Office skills. Must be able to respond effectively to sensitive inquiries, maintain cooperative relationships with the public and local/state government employees, prepare and present technical reports, have knowledge of current planning issues and trends, and plan and organize comprehensive research studies. Requires knowledge of discipline-related software applications. Must be a member of the American Institute of Certified Planners.

**Functional Responsibility**
Performs complex and/or multi-disciplined planning functions for client projects. Provides technical expertise in the preparation of studies, presentations, and conducts training sessions for internal staff.

**Minimum Education**
Bachelor’s Degree in related field.

**Sr. Environmental Scientist**

**Minimum/General Experience**
Eight years of practical environmental science experience. Must possess above average written and written communication and computer skills. Must understand and be able to maintain cooperative relationships with state and federal regulatory agencies; prepare and present technical reports; have knowledge of current environmental codes and regulations; plan, organize, and conduct comprehensive research studies; and apply technical knowledge of key federal and state environmental regulations to projects. Requires knowledge of discipline-related software applications.

**Functional Responsibility**
Primarily responsible for providing technical support and project management to projects in the areas of regulatory compliance, environmental sciences, and planning and supervision. Provides technical expertise in the preparation of environmental impact assessments and conducts training for internal staff.

**Minimum Education**
Bachelor’s Degree in a related field.

**Sr. GIS Database Developer/Programmer**

**Minimum/General Experience**
Six years of related programming experience in a GIS environment. Must possess above average verbal and written communication and Microsoft Office skills. 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 GIS systems information at GIS conferences. Requires knowledge of GIS-related software applications.

**Functional Responsibility**
Primarily responsible for designing, developing, implementing, consulting, and addressing the system demands of GIS clients. Serves as subject matter expert, providing consultation on GIS systems, integration, and/or application development.

**Minimum Education**
Bachelor’s Degree.

**Subject Matter Expert**

**Minimum/General Experience**
Six years of relevant, practical experience. Must be able to read, analyze, and interpret complex documents and problems; respond effectively to sensitive inquiries; develop relevant computer applications or other analysis techniques; and establish and maintain rapport with employees, community leaders, and management. Must possess above average verbal and written communication, presentation, and Microsoft Office skills and knowledge of discipline-related software applications. Must possess applicable registration/certification.

**Functional Responsibility**
Provides expert evaluation and consulting support to strategic planning efforts. Provides technical expertise and leadership in directing the research, development, planning, design, and administration of complex projects. Trains and develops internal staff.

**Minimum Education**
Bachelor’s Degree in related field.

**Engineer**

**Minimum/General Experience**
Six years practical engineering experience, or an advanced engineering related degree with a minimum of eight years practical experience. Must be a Registered Professional Engineer. Must have above average communication skills, both verbal and written. Must be able to develop computer applications or other analysis techniques appropriate to discipline. Must have average PC skills preferably MS Office applications. Must be familiar with discipline related software applications.

**Functional Responsibility**
This position is primarily responsible for performing complex and/or unique engineering functions specific to the discipline (civil, electrical, environmental, mechanical, structural, transportation). Interprets, defines, organizes, executes and coordinates engineering assignments. Directs a specific technical program and provides technical direction for multiple projects of considerable scope and complexity. Provides technical expertise and leadership in the project definition and planning phases. Develops and documents standard practices and coaches and mentors other team members in skill development areas.

**Minimum Education**
Bachelor’s degree in Engineering.
Professional Surveyor

Minimum/General Experience
Eight years of related experience. 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. Must be able to read, analyze, and interpret complex documents; respond effectively to sensitive inquiries; write speeches and articles; and work with mathematical concepts. Professional Survey License and applicable OSHA certifications required.

Functional Responsibility
As a preliminary to GIS mapping efforts, performs advanced surveying work on a variety of office and field projects. Mentors and coaches junior staff members.

Minimum Education
High School Diploma or GED.

GIS Database Developer/Programmer

Minimum/General Experience
Four years of related programming experience in a GIS environment. Must possess above average verbal and written communication and Microsoft Office skills. 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 GIS systems information at GIS conferences. Requires knowledge of GIS-related software applications.

Functional Responsibility
Primarily responsible for designing, developing, implementing, consulting, and addressing the system demands of GIS clients. Provides consultation on GIS systems, integration, and/or application development.

Minimum Education
Bachelor’s Degree.

Environmental Engineer/Hydrologist

Minimum/General Experience
Four years of experience in practical environmental engineering. Must possess above average written and written communication, presentation, and decision-making skills. Must be able to read, analyze, and interpret complex documents; respond effectively to sensitive inquiries; establish and maintain strong business relationships; write speeches and articles; develop computer applications or other analysis techniques appropriate to environmental engineering; and establish and maintain rapport with employees, community leaders, and executive management. Requires knowledge of environmental engineering software applications. Must be a Registered Professional Engineer or Hydrologist.

Functional Responsibility
Provides technical expertise, quality assurance, project management, and leadership in the definition and planning phases of environmental projects, and for coordinating the technical execution of complex, diversified environmental engineering projects. Provides technical expertise and quality assurance and conducting training sessions for internal staff.
Minimum Education
Bachelor’s Degree in environmental engineering/related field.

GIS Pilot
Minimum/General Experience
Must have FAA Pilot Certificate endorsements and a minimum of 700 hours as Pilot-in-Command (PIC) in type for high performance, multi-engine aircraft. Must possess a current, valid, US FAA Airman Certificate with the following qualifications: commercial, multi-engine land with an instrument flight rules (IFR) certification. Must possess excellent verbal and written communication and Microsoft or other computer aided flight-planning skills. Must be able to read, analyze, and interpret general business documents, professional journals, technical procedures, or governmental regulations as they relate to project planning and execution; be aware of and proficient with FAA weather forecasting and flight planning systems; respond to inquiries and complaints; and understand general aircraft systems, maintenance requirements, and small electrical system functions. Requires knowledge of FAA regulations and the ability to provide logbooks for review at any time.

Functional Responsibility
In direct support of GIS mapping efforts, performs flights for aerial photography of surveyed control points. Directs aerial photo aircraft operations, including piloting the aircraft in transit or on the project site; assessing weather and ground conditions as they relate to the aerial photo mission; and maintaining and showing knowledge of specific aircraft and camera systems as they relate to the safe, consistent operation of aircraft mechanical, communication, navigation, and flight systems. Project assignments may range from hours to weeks, so significant travel is required.

Minimum Education
Associate’s Degree in aviation-related curriculum.

GIS Specialist
Minimum/General Experience
Three years of related analysis experience in a GIS environment. Must possess above average verbal and written communication and Microsoft Office skills. 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; apply mathematical concepts to project situations; and discuss GIS systems information in a project team setting. Requires knowledge of GIS-related software applications.

Functional Responsibility
Primarily responsible for working in a project team or with a senior GIS specialist to design, analyze, develop, and implement GIS processes, tools, and systems.

Minimum Education
Bachelor’s Degree.

Graphic Designer
Minimum/General Experience
Four years of graphic design experience. Must possess strong conceptual and creative abilities, above average communication skills, and an understanding of design concepts. Must be highly skilled in advanced graphics principles and able to review documents for grammar corrections and compliance
with company standards. Requires proficiency in graphic designing software, such as PageMaker, Corel Draw, PowerPoint, and PhotoShop.

**Functional Responsibility**
Manages the design and production of print communications materials. Produces a variety of artwork, including technical and commercial documentation support assignments, vugraph, and 35mm slide presentations, flow charts, wall charts, pamphlets, brochures, and other forms of art work. May use perspective, isometric, orthographic, and schematic techniques to prepare technical and non-technical illustrations and line drawings to ensure that project deliverables clearly provide the necessary information for the customers’ understanding.

**Minimum Education**
Associate Degree in related field.

**Lidar Specialist**

**Minimum/General Experience**
Two years of related photogrammetric, geodesy science, or lidar data capture and creation experience in a professional environment. Must possess above average verbal and written communication and Microsoft Office skills. 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; assist in writing technical specifications, procedures, and applications, all suitable for publication; apply mathematical concepts to project situations; and present lidar systems information to staff, clients, and technical peers. Requires knowledge of photogrammetry and geodesy concepts and lidar and photogrammetry-related software applications.

**Functional Responsibility**
As a preliminary to accurate terrain modeling, performs photogrammetric mapping tasks relating to lidar data capture and creation. Defines projects, writes specifications, lays out projects, and approves client deliverables. Directs and trains photogrammetric technical staff in the use of lidar data collection, creation, and delivery tools; lidar in production; and QA/QC tools and processes.

**Minimum Education**
Bachelor’s Degree.

**Associate Engineer**

**Minimum/General Experience**
Four years practical experience. Must be able to apply mathematical concepts such as exponents, logarithms, quadratic equations and permutations. Must be able to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis. Must have good communication skills, both verbal and written. Must be familiar with discipline related software applications. Engineer-In-Training Certificate preferred.

**Functional Responsibility**
This position is primarily responsible for performing engineering functions specific to the discipline (civil, electrical, environmental, mechanical, structural, transportation) under the direction of a Professional Engineer. Performs engineering computations, conducts evaluations, design analyses, and design development. Prepares reports, recommendations and opinions for approval by a supervising PE. Applies standard engineering practices and techniques to adjust and correlate data;
recognizes and resolves discrepancies in results, and follows operations through a series of related steps or processes. Works as a member of a project team in the development of data and/or applications. Acts as a technical advisor to technical staff. Uses CAD to develop engineering and design documents.

**Minimum Education**
Bachelor’s degree.

**Jr. GIS Database Developer/Programmer**

**Minimum/General Experience**
Two years of related programming experience in a GIS environment. Must possess above average verbal and written communication and Microsoft Office skills. 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 GIS systems information at GIS conferences. Requires knowledge of GIS-related software applications.

**Functional Responsibility**
Primarily responsible for working with a project team or senior GIS database developer/programmer in designing, developing, implementing, consulting, and addressing the system demands of GIS clients.

**Minimum Education**
Bachelor’s Degree.

**Environmental Scientist**

**Minimum/General Experience**
Six years of practical environmental science experience. Must possess above average written and written communication and computer skills. Must understand and be able to maintain cooperative relationships with state and federal regulatory agencies; prepare and present technical reports; have knowledge of current environmental codes and regulations; plan, organize, and conduct comprehensive research studies; and apply technical knowledge of key federal and state environmental regulations to projects. Requires knowledge of discipline-related software applications.

**Functional Responsibility**
Primarily responsible for providing technical support and project management to projects in the areas of regulatory compliance, environmental sciences, and planning and supervision. Provides technical expertise in the preparation of environmental impact assessments and conducts training for internal staff.

**Minimum Education**
Bachelor’s Degree in a related field.

**Cartographer**

**Minimum/General Experience**
Two years of practical cartography experience. 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 GIS concepts; and
read and interpret documents, such as operating and maintenance instructions and procedural manuals.

**Functional Responsibility**
In support of GIS mapping, executes cartographic mapping tasks and QA/QC on mapping projects. Identifies, addresses, and resolves issues impacting task goals, objectives, and/or client satisfaction.

**Minimum Education**
High School Diploma or GED.

**Planner**

**Minimum/General Experience**
Six years of experience performing planning activities. Must possess above average verbal and written communication and Microsoft Office skills. Must be able to respond effectively to sensitive inquiries, maintain cooperative relationships with the public and local/state government employees, prepare and present technical reports, have knowledge of current planning issues and trends, and plan and organize comprehensive research studies. Requires knowledge of discipline-related software applications. Must be a member of the American Institute of Certified Planners.

**Functional Responsibility**
Performs complex and/or multi-disciplined planning functions for client projects. Provides technical expertise in the preparation of studies and presentations.

**Minimum Education**
Bachelor’s Degree in related field.

**Junior Planner**

**Minimum/General Experience**
Two years of experience performing planning activities. Must possess above average verbal and written communication and Microsoft Office skills. Must be able to read, analyze, and interpret general documents, professional journals, technical procedures, or governmental regulations; effectively present information in one-on-one and small group situations to clients and team members; write reports, correspondence, and procedure manuals; and apply mathematical concepts to project situations. Requires knowledge of discipline-related software applications.

**Functional Responsibility**
Assist in the development of various planning studies, reports and documents for projects.

**Minimum Education**
Bachelor’s Degree in related field.

**Technical Writer**

**Minimum/General Experience**
Four years of technical writing experience. Must possess above average proficiency in Microsoft Word, strong organizational skills, and excellent communication skills. Must be a proven performer in professional writing and editing; skilled at procedural writing and usability testing; skilled in designing, writing, and editing technical documents; and be able to compose on-the-spot documents on a personal computer in an interactive setting. Must have knowledge of discipline-specific concepts, terminology, and theories and evaluate writing skills and assist other staff members in writing skill development.
**Functional Responsibility**
Collects and organizes information required for preparation of manuals, training materials, guides, and reports. Edits functional descriptions, specifications, manuals, special reports, or any other customer deliverables and documents. Uses knowledge of discipline-specific concepts, terminology, and theories to ensure that project documentation clearly provides the necessary information for the customers’ understanding.

**Minimum Education**
Bachelor’s Degree in English or a related field.

**Facility Analyst**

**Minimum/General Experience**
Six years of experience performing facility analysis. Must possess above average verbal and written communication and Microsoft Office skills. Must be able to respond effectively to sensitive inquiries, maintain cooperative relationships with the public and local/state government employees, prepare and present technical reports, have knowledge of current facility issues and trends, and plan and organize comprehensive research studies. Requires knowledge of discipline-related software applications.

**Functional Responsibility**
Performs facility analysis functions for client projects. Provides technical expertise for preparation of presentations.

**Minimum Education**
Bachelor’s Degree in related field.

**Jr. Environmental Scientist/Technician**

**Minimum/General Experience**
Entry-level position. Must possess above average written and written communication and computer skills and have a basic understanding of local, state, and federal law and the ability to maintain cooperative relationships with state and federal regulatory agencies, prepare and present technical reports and conduct comprehensive research studies, and apply technical knowledge of key federal and state environmental regulations to projects. Requires knowledge of discipline-related software applications.

**Functional Responsibility**
Primarily responsible for performing basic tasks associated with environmental planning studies including data collection, field sampling, data analysis, and report writing.

**Minimum Education**
Bachelor’s Degree in a related field.

**Sr. Engineering Technician**

**Minimum/General Experience**
Six years related experience. Must be able to read and interpret construction drawings and specifications. Must be able to read, write and interpret reports, business correspondence and procedural documentation. Must be able to apply mathematical concepts of plane and solid geometry and trigonometry. Must be able to perform basic mathematical calculations and apply to practical
situations. For field work, must be able to install, calibrate, and operate field data collection and related equipment used in assessing water, wastewater, and stormwater systems.

**Functional Responsibility**
This position is primarily responsible for performing advanced engineering project tasks. Prepares construction drawings from sketches or other engineering data. Performs design calculations. Recommends changes in programs, routines, and quality control standards to improve efficiency. Calculates quantities for projects including excavations and fill requirements. Works with field personnel to supervise field data collection and condition assessments of utility systems. Works closely with project managers and other technicians to complete project tasks. Secures permits from appropriate agencies. Assigns and schedules work, answers questions and checks other technicians’ work for accuracy. Develops profiles and cross-sections, indicating relations of proposed topographic contours and topographic elevations. Organizes and maintains drawings and records for duration of each project. Participates in CADD operator/standards development. Trains technicians.

**Minimum Education**
Bachelor’s degree, or Associate Degree and 2 years of additional experience.

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**Jr. Facility Analyst**

**Minimum/General Experience**
Two years of experience performing facility analysis. Must possess above average verbal and written communication and Microsoft office skills. Must be able to read, analyze, and interpret general documents, professional journals, technical procedures, or governmental regulations; effectively present information in one-on-one and small group situations to clients and team members; write reports, correspondence, and procedure manuals; and apply mathematical concepts to project situations. Requires knowledge of discipline-related software applications.

**Functional Responsibility**
Assists in facility analysis functions for client projects and in the development of various planning reports and documents for projects.

**Minimum Education**
Bachelor’s Degree in related field.

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**Photogrammetric Technician**

**Minimum/General Experience**
Two years of related experience. 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.

**Functional Responsibility**
In support of GIS mapping efforts, assists in the performance of photogrammetric mapping tasks.

**Minimum Education**
High School Diploma or GED.
Survey Crew Chief
Minimum/General Experience
Four years of experience. 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 work with environmental land survey-related mathematical concepts. Applicable OSHA certifications required.

Functional Responsibility
Provides advanced environmental site work in support of GIS mapping efforts.

Minimum Education
High School Diploma or GED.

Survey Technician
Minimum/General Experience
Entry-level position. Must possess good verbal and written communication skills and be able to effectively communicate and present information in one-on-one and small group situations. Must be able to read and interpret construction drawings and specifications; read, write, and interpret reports, business correspondence, and procedural documentation; perform basic mathematical calculations; and draw and interpret graphs.

Functional Responsibility
As a preliminary to GIS mapping efforts, performs basic drafting tasks.

Minimum Education
High school diploma or GED.

Photo Lab Technician
Minimum/General Experience
Six years of practical photo lab experience. Must have good verbal and written communication skills and be able to effectively present information in one-on-one and small group situations; perform basic mathematical calculations; and read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals.

Functional Responsibility
In direct support of GIS mapping efforts, performs photo lab tasks with black/white photography of surveyed control points. Identifies, addresses, and resolves issues impacting task goals, objectives, and/or client satisfaction.

Minimum Education
High School Diploma or GED.

Engineering Technician
Minimum/General Experience
Two to six years related experience. Must be able to read and interpret construction drawings and specifications. Must be able to read, write and interpret reports, business correspondence and procedural documentation. Must be able to apply mathematical concepts of plane and solid geometry and trigonometry. Must be able to perform basic mathematical calculations and apply to practical situations. For field work, must be able to install, calibrate, and operate field data collection and related equipment used in assessing water, wastewater, and stormwater systems.
Functional Responsibility
This position is primarily responsible for performing CAD tasks including construction drawings and topographic maps for projects. Prepares drawings from sketches or other engineering data. Develops plan drawings for specific engineering applications (civil, electrical, mechanical, structural, etc.). Develops profiles and cross-sections, indicating relation of proposed topographic contours and existing topographic elevations. Organizes and maintains drawings and records for duration of each project. Calculates quantities for projects including excavations and fill requirements. For field work, work with field supervisor to install and maintain data collection and monitoring equipment and perform condition assessments of utility systems. Works closely with project managers and other technicians to complete project tasks.

Minimum Education
Associates degree, or 2 years of additional experience.

GIS Technician
Minimum/General Experience
Two years of related experience. 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. Requires knowledge of 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 Education
High School Diploma or GED.

Administrative Assistant
Minimum/General Experience
Must possess five years of general business experience, excellent communication skills, and Microsoft Office proficiency. Must be able to prepare, proofread, and format complex reports, presentations, and contract documents using standard business software. Must be able to complete documents, including reproduction, collation, and delivery, and be able to effectively handle a variety of competing job tasks and use good judgment in handling information with discretion.

Functional Responsibility
Provides administrative support to management and consulting staff. Primarily responsible for preparing and formatting documents; providing professional, courteous, and quality service; answering incoming phone calls; relaying fax machine messages; and distributing delivery information. May track program finances.

Minimum Education
High school diploma or GED.
Environmental Field Technician

Minimum/General Experience
Two years environmental field experience. Must possess a basic understanding of the tasks required, previous experience of the tasks, or the ability to become proficient at the required tasks within a short period. Must be able to use field sampling equipment, record data, calibrate equipment, maintain equipment, and collate data as required. Must have all applicable OSHA certifications.

Functional Responsibility
Primarily responsible for collecting, using, and maintaining field data; calibrating sampling equipment; coordinating field crews; reading maps and site drawings; and providing results in narrative and tabular format.

Minimum Education
High School Diploma or GED.

Drafter/CADD

Minimum/General Experience
Two years of drafting/CADD experience. Must be able to read and interpret basic technical documents and apply drafting/CADD techniques to project tasks. Must possess good verbal and written communication skills and be able to effectively present information to individuals and groups. Requires knowledge of computer-aided drafting and design (CADD) software applications.

Functional Responsibility
In support of strategic resource planning, assists in the development of plans and designs using CADD technology.

Minimum Education
High school diploma or GED.

Instrument Operator

Minimum/General Experience
Two years of experience. 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 work with environmental land survey-related mathematical concepts. Applicable OSHA certifications required.

Functional Responsibility
Provides intermediate environmental site work in support of GIS mapping efforts.

Minimum Education
High School Diploma or GED.

Rod Worker

Minimum/General Experience
Entry-level position. 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 work environmental land survey-related mathematical concepts. Applicable OSHA certifications required.

Functional Responsibility
Provides environmental site work in support of GIS mapping efforts. Performs under the direction of a project manager, survey crew chief, or field supervisor.
**Minimum Education**
High school diploma or GED.