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 GSA Advantage!® is: GSAAdvantage.gov.

MULTIPLE AWARD SCHEDULE

FEDERAL SUPPLY GROUP: PROFESSIONAL SERVICES

SUBCATEGORIES: TECHNICAL & ENGINEERING SERVICES (NON- IT), ENVIRONMENTAL SERVICES & TRAINING

Contract Number: GS-00F-0078N

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract Period: August 21, 2018 through August 20, 2023

Pricelist current as of Modification # PS-0044 effective November 17, 2020.

RESPEC Company, LLC
3824 Jet Dr, Rapid City, SD 57703
Phone: (605) 394-6400
Fax: (605) 394-6514
www.respec.com
Contract Administration: Phil Welling
Email: phil.welling@respec.com

Business Size: Large

Prices Shown Herein are Net (discount deducted)
# Table of Contents

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## ENGINEERING AND TECHNICAL SERVICES

**SUBCATEGORY: Technical and Engineering Services (non-IT)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541330ENG</td>
<td>Engineering Services</td>
</tr>
<tr>
<td>541715</td>
<td>Engineering Research and Development and Strategic Planning</td>
</tr>
<tr>
<td>541420</td>
<td>Engineering System Design and Integration Services</td>
</tr>
<tr>
<td>541380</td>
<td>Testing Laboratories</td>
</tr>
</tbody>
</table>

## ENVIRONMENTAL SERVICES

**SUBCATEGORY: Environmental Services & Training**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541620</td>
<td>Environmental Consulting Services</td>
</tr>
<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>541370GIS</td>
<td>Geographic Information Systems (GIS) Services</td>
</tr>
<tr>
<td>562910REM</td>
<td>Remediation &amp; Reclamation Service</td>
</tr>
</tbody>
</table>
1a. Table of awarded Special Item Numbers (SIN's) with appropriate cross-reference to item descriptions and awarded price(s). See attached pricelist

<table>
<thead>
<tr>
<th>SIN</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>541330ENG</td>
<td>Engineering Services</td>
</tr>
<tr>
<td>541715</td>
<td>Engineering Research and Development and Strategic Planning</td>
</tr>
<tr>
<td>541420</td>
<td>Engineering System Design and Integration Services</td>
</tr>
<tr>
<td>541380</td>
<td>Testing Laboratories</td>
</tr>
<tr>
<td>541620</td>
<td>Environmental Consulting Services</td>
</tr>
<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>541370GIS</td>
<td>Geographic Information Systems (GIS) Services</td>
</tr>
<tr>
<td>562910REM</td>
<td>Environmental Remediation Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Classification Number</th>
<th>Lowest Priced Items</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>541330ENG, 541715, 541420 &amp; 541380</td>
<td>EG-SS-II</td>
<td>Support Staff II</td>
<td>$40.20</td>
</tr>
<tr>
<td>541620, 611430, 541370GIS &amp; 562910REM</td>
<td>ES-SS-III</td>
<td>Support Staff III, Engineering Technician I</td>
<td>$43.07</td>
</tr>
</tbody>
</table>

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See Pages 7 through 8.

2. Maximum order: $1,000,000.00

3. Minimum order: $100.00

4. Geographic coverage (delivery area): Domestic

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

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)
7. **Quantity discounts**: None

8. **Prompt payment terms**: 0% NET 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **Foreign items (list items by country of origin)**: Not Applicable

10a. **Time of delivery**: *(Contractor insert number of days)*. To Be Determined at the Task Order Level.

10b. **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 lists that have expedited delivery. **N/A**

10c. **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. **N/A**

10d. **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 effect a faster delivery. **N/A**

11. **F.O.B. point(s)**: Destination

12a. **Ordering address(es)**:

   RESPEC Company, LLC  
   3824 Jet Dr.  
   Rapid City, SD 57703

12b. **Ordering procedures**: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), are found in Federal Acquisition Regulation (FAR) 8.405-3

13. **Payment address(es)**:

   RESPEC Company, LLC  
   3824 Jet Dr.  
   Rapid City, SD 57703

14. **Warranty provision**: Standard Commercial Warranty Terms & Conditions

15. **Export packing charges, if applicable**: **N/A**

16. **Terms and conditions of rental, maintenance, and repair (if applicable)**: **N/A**

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

18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)**: **N/A**

18b. **Terms and conditions for any other services (if applicable)**: **N/A**
19. List of service and distribution points (if applicable). N/A
20. List of participating dealers (if applicable). N/A
21. Preventive maintenance (if applicable). N/A
22a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A
22b. 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
23. Data Universal Number System (DUNS) number: 116983520
24. Notification regarding registration in System for Award Management (SAM) database.: Contractor registered and active in SAM
## SCLS Labor Categories

<table>
<thead>
<tr>
<th>SINs Awarded</th>
<th>Labor Category</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>541620, 611430, 541370GIS &amp; 562910REM</td>
<td>Resident Consultant II, Senior Staff Scientist I</td>
<td>$124.43</td>
</tr>
<tr>
<td>541620, 611430, 541370GIS &amp; 562910REM</td>
<td>Project Engineer II, Project Analyst II, Project Geologist II</td>
<td>$90.93</td>
</tr>
<tr>
<td>541620, 611430, 541370GIS &amp; 562910REM</td>
<td>Project Engineer I, Project Analyst I, Project Geologist I</td>
<td>$86.14</td>
</tr>
<tr>
<td>541620, 611430, 541370GIS &amp; 562910REM</td>
<td>Staff Engineer II, Staff Analyst II, Staff Geologist II</td>
<td>$76.57</td>
</tr>
<tr>
<td>541620, 611430, 541370GIS &amp; 562910REM</td>
<td>Staff Engineer I, Staff Analyst I, Staff Geologist I</td>
<td>$71.79</td>
</tr>
<tr>
<td>541620, 611430, 541370GIS &amp; 562910REM</td>
<td>Engineer II, Analyst II, Geologist II, Engineering Technician V</td>
<td>$62.21</td>
</tr>
<tr>
<td>541620, 611430, 541370GIS &amp; 562910REM</td>
<td>Engineer I, Analyst I, Geologist I, Engineering Technician IV</td>
<td>$57.43</td>
</tr>
<tr>
<td>541620, 611430, 541370GIS &amp; 562910REM</td>
<td>Support Staff III, Engineering Technician I**</td>
<td>$43.07</td>
</tr>
<tr>
<td>541620, 611430, 541370GIS &amp; 562910REM</td>
<td>Support Staff I**</td>
<td>$33.50</td>
</tr>
<tr>
<td>541620, 611430, 541370GIS &amp; 562910REM</td>
<td>GIS Developer III</td>
<td>$100.49</td>
</tr>
<tr>
<td>541620, 611430, 541370GIS &amp; 562910REM</td>
<td>Resident Consultant III</td>
<td>$172.29</td>
</tr>
<tr>
<td>541620, 611430, 541370GIS &amp; 562910REM</td>
<td>Resident Research Engineer II</td>
<td>$153.15</td>
</tr>
<tr>
<td>541620, 611430, 541370GIS &amp; 562910REM</td>
<td>Project Engineer IV</td>
<td>$134.01</td>
</tr>
<tr>
<td>541620, 611430, 541370GIS &amp; 562910REM</td>
<td>Staff Engineer III</td>
<td>$110.08</td>
</tr>
<tr>
<td>541620, 611430, 541370GIS &amp; 562910REM</td>
<td>GIS Analyst II</td>
<td>$105.29</td>
</tr>
<tr>
<td>541620, 611430, 541370GIS &amp; 562910REM</td>
<td>Staff Geologist III</td>
<td>$100.00</td>
</tr>
<tr>
<td>541620, 611430, 541370GIS &amp; 562910REM</td>
<td>GIS Technician</td>
<td>$62.22</td>
</tr>
</tbody>
</table>

** Indicates SCLS eligible categories. See the SCLS Matrix following the price list for additional information regarding these labor categories.
**Indicates SCLS eligible categories. See the SCLS Matrix following the price list for additional information regarding these labor categories.**

### SCLS Matrix

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>SCA Equivalent Code-Title</th>
<th>Wage No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Staff III, Engineering Technician I**</td>
<td>30083-Engineering Technician III</td>
<td>2015-5367</td>
</tr>
<tr>
<td>Support Staff I**</td>
<td>30081-Engineering Technician I</td>
<td>2015-5367</td>
</tr>
<tr>
<td>AutoCAD Tech III**</td>
<td>30063-Drafter/CAD Operator III</td>
<td>2015-5367</td>
</tr>
<tr>
<td>Support Staff II**</td>
<td>30082-Engineering Technician II</td>
<td>2015-5367</td>
</tr>
</tbody>
</table>

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

ANALYST CLASSIFICATION

<table>
<thead>
<tr>
<th>Analyst I, II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong> Entry level to 3 years.</td>
</tr>
<tr>
<td><strong>Functional Responsibility:</strong> Works under close supervision. Performs assignments designed to develop professional scientific work knowledge and abilities. Receives specific and detailed instructions as to required tasks and results expected. Work is checked during progress and is reviewed for accuracy upon completion. Performs a variety of routine tasks that are planned to provide experience and familiarization with the engineering staff, methods, practices, and programs of the company.</td>
</tr>
<tr>
<td><strong>Minimum Education:</strong> Bachelor’s degree</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff Analyst II, III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong> Three to ten years of experience.</td>
</tr>
<tr>
<td><strong>Functional Responsibility:</strong> Independently evaluates, selects, and applies standard scientific techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments have clear and specified objectives and require the investigation of a limited number of variables. Performance at this level requires developmental experience in a professional scientific position and generally, graduate level science education. Receives instructions on specific assignment objectives, complex features, and possible solutions. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment. Performs work which usually involves conventional types of plans, investigations, or equipment with relatively few complex features for which there are precedents. Assignments usually include one or more of the following: process design and development, preparation of specifications, process study, research investigations, report preparation, and other activities of limited scope requiring knowledge of principles and techniques commonly employed in the specific narrow area of assignments. May supervise or coordinate the work of drafters, technicians, and others who assist in specific assignments.</td>
</tr>
<tr>
<td><strong>Minimum Education:</strong> Bachelor’s degree</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Analyst I, II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong> Ten or more years of experience.</td>
</tr>
<tr>
<td><strong>Functional Responsibility:</strong> As a fully competent scientist in all conventional aspects of the subject matter of the functional area of the assignments, plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Devises new approaches to problems encountered. Requires sufficient professional scientific experience to assure competence as a fully trained worker; and for positions primarily of a research nature, completion of all requirements for a doctoral degree in science may be required. Independently performs most assignments with instructions as to the general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects. Plans, schedules, conducts, or coordinates detailed phases of the scientific work in a part of a major project or in a total project of moderate scope. Performs work which involves conventional scientific practices but may include a variety of complex features such as unsuitability of standard approaches or difficult coordination requirements. Work requires a broad knowledge of precedents in the specialty area and a good knowledge of principles and practices of related specialties. May supervise engineers, analysts, or technicians on assigned work.</td>
</tr>
</tbody>
</table>
**Minimum Education:** Bachelor’s degree

### ENGINEER CLASSIFICATION

<table>
<thead>
<tr>
<th>Classification</th>
<th>Minimum/General Experience</th>
<th>Functional Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineer I, II</strong></td>
<td>Entry level to 3 years of experience in engineering.</td>
<td>Works under close supervision. Performs assignments designed to develop professional engineering work knowledge and abilities. Receives specific and detailed instructions as to required tasks and results expected. Work is checked during progress and is reviewed for accuracy upon completion. Performs a variety of routine tasks that are planned to provide experience and familiarization with the engineering staff, methods, practices, and programs of the company.</td>
</tr>
<tr>
<td><strong>Staff Engineer II, III</strong></td>
<td>Three to ten years of experience in engineering.</td>
<td>Independently evaluates, selects, and applies standard engineering techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments have clear and specified objectives and require the investigation of a limited number of variables. Performance at this level requires developmental experience in a professional engineering position and generally, graduate level engineering education. Receives instructions on specific assignment objectives, complex features, and possible solutions. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment. Performs work which usually involves conventional types of plans, investigations, or equipment with relatively few complex features for which there are precedents. Assignments usually include one or more of the following: Equipment design and development, test of materials, preparation of specifications, process study, research investigations, report preparation, and other activities of limited scope requiring knowledge of principles and techniques commonly employed in the specific narrow area of assignments. May supervise or coordinate the work of drafters, technicians, and others who assist in specific assignments.</td>
</tr>
<tr>
<td><strong>Project Engineer I, II</strong></td>
<td>Ten or more years of experience in engineering.</td>
<td>As a fully competent engineer in all conventional aspects of the subject matter of the functional area of the assignments, plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Devises new approaches to problems encountered. Requires sufficient professional engineering experience to assure competence as a fully trained worker; and for positions primarily of a research nature, completion of all requirements for a doctoral degree in engineering may be required. Independently performs most assignments with instructions as to the general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects. Plans, schedules, conducts, or coordinates detailed phases of the engineering work in a part of a major project or in a total project of moderate scope. Performs work which involves conventional engineering practices but may include a variety of complex features such as unsuitability of standard approaches or difficult coordination requirements. Work requires a broad knowledge of precedents in the specialty area and a good knowledge of principles and practices of related specialties. May supervise engineers, analysts, or technicians on assigned work.</td>
</tr>
</tbody>
</table>

**Minimum Education:** Bachelor’s degree in Engineering
**Resident Research Engineer/Staff Scientist I, III**

**Minimum/General Experience:** Twenty years of experience with Bachelor’s degree, ten years of experience with a Master’s degree, five years of experience with a Ph.D. in engineering.

**Functional Responsibility:** Applies intensive and diversified knowledge of engineering principles and practices in broad areas of assignments and related fields. Makes decisions independently on engineering problems and methods, and represents the organization in conferences to resolve important questions and to plan and coordinate work. Requires the use of advanced techniques and the modification and extension of theories, precepts, and practices of the field and related sciences and disciplines. The knowledge and expertise required for this level of work usually result from progressive experience as a Project Engineer, and usually requires a doctoral degree in engineering. Supervision and guidance relate largely to overall objectives, critical issues, new concepts, and policy matters. Consults with supervisor concerning unusual problems and developments. One or more of the following: (1) In a supervisory capacity, plans, develops, coordinates, and directs important engineering projects or a number of small projects with many complex features. A substantial portion of the work supervised is comparable to that described for a Project Engineer. (2) As individual researcher or worker, carries out complex or novel assignments requiring the development of new or improved techniques and procedures. Work is expected to result in the development of new or refined equipment, materials, processes, products, and/or scientific methods. Assesses the feasibility and soundness of proposed engineering evaluation tests or equipment when necessary data are insufficient or confirmation by testing is advisable. Usually performs as a staff advisor and consultant as to a technical specialty or a program function. Supervises, coordinates, and reviews the work of a small staff of engineers and technicians; estimates personnel needs and schedules and assigns work to meet completion date. Or, as a Staff Scientist, may be assisted on projects by other engineers, analysts, or technicians.

**Minimum Education:** Bachelor’s degree in Engineering

**Resident Consultant/Senior Staff Scientist I, II, III**

**Minimum/General Experience:** Ten years of experience with a Ph.D., fifteen years of experience with a Master’s degree in engineering.

**Functional Responsibility:** Has full technical responsibility for interpreting, organizing, executing, and coordinating assignments. Plans and develops engineering projects concerned with unique or controversial problems which have an important effect on major company programs. This involves exploration of subject area, definition of scope and selection of problems for investigation, and development of novel concepts and approaches. Maintains liaison with individuals and units within or outside the organization with responsibility for acting independently on technical matters pertaining to the field. Work at this level usually requires extensive progressive experience including experience as a Resident Research Engineer or Staff Scientist. Supervision received is essentially administrative, with assignments given in terms of broad, general objectives and limits. One or more of the following: (1) In a supervisory capacity, plans, develops, coordinates, and directs important projects or a project of major scope and importance. Extent of responsibilities generally requires a few (three to five) subordinate supervisors or team leaders that may include a Staff Scientist or Resident Research Engineer. (2) As individual researcher or worker, (a) conceives, plans, and conducts research in problem areas of considerable scope and complexity, or (b) serves as the technical specialist for the organization (division or company) in the application of advanced theories, concepts, principles, and processes for an assigned area of responsibility (i.e., subject matter, function, type of facility or equipment, or product). Keeps abreast of new scientific methods and developments affecting the organization for the purpose of recommending changes in emphasis of programs or new programs warranted by such developments. Plans, organizes, and supervises the work of a staff of engineers and technicians. Evaluates progress of the staff and results obtained, and recommends major changes to achieve overall objectives. Or, as individual researcher, may be assisted on individual projects by other engineers, analysts, or technicians.

**Minimum Education:** Master’s degree in Engineering
**Principal Consultant I, II**

**Minimum/General Experience:** Fifteen years experience in engineering.

**Functional Responsibility:** Makes decisions and recommendations that are recognized as authoritative and have a far-reaching impact on extensive engineering and related activities of the company. Negotiates critical and controversial issues with top level engineers and officers of other organizations and companies. Individuals at this level demonstrate a high degree of creativity, foresight, and mature judgment in planning, organizing, and guiding extensive engineering programs and activities of outstanding novelty and importance. May receive general administrative direction. One or both of the following: (1) In a supervisory capacity, is responsible for (a) an important segment of a very extensive and highly diversified engineering program of a company, or (b) the entire engineering program of a company is responsible for deciding the kind and extent of engineering and related programs needed to accomplish the objectives of the company, for choosing the scientific approaches, for planning and organizing facilities and programs, and for interpreting results. (2) As individual researcher and consultant, formulates and guides the attack on problems of exceptional difficulty and marked importance to the company or industry. Problems are characterized by their lack of scientific precedents and source material, or lack of success of prior research and analysis so that their solution would represent an advance of great significance and importance. Performs advisory and consulting work for the company as a recognized authority for broad program areas or in an intensely specialized area of considerable novelty and importance. Supervises several subordinate supervisors or team leaders, some of whose positions are Resident Consultants or Principal Consultants. As an individual researcher and consultant, may be assisted on individual projects by other engineers, analysts, or technicians.

**Minimum Education:** Ph.D. in Engineering

**ENGINEERING TECHNICIAN CLASSIFICATION**

This job classification covers all employees who meet one or more of the following criteria:

1. Provide technical support for engineers, analysts, and scientists in such areas as research, design, development, and testing.

2. Operate and maintain computer, electrical, electronic, or hydraulic and mechanical equipment.

3. Have practical backgrounds in science or engineering and have basic knowledge in these fields as demonstrated by the completion of a degreed program of study at either a vocational technology school, a technical science school, or some similar technology school or by equivalent training and experience. May also have a basic knowledge of mathematics or computer science.

This classification specifically excludes draftspersons or CAD technicians/operators. Maintenance workers or workers who perform routine tasks requiring no special technical training are also excluded. This classification comprises six categories and employees that may be nonexempt or exempt from the Fair Labor Standards Act, depending on their job functions. A description of the six categories is given below.

**Engineering Technician I**

**Minimum/General Experience:** Entry level position for personnel having little or no experience in research, development, design, and instrumentation.

**Functional Responsibility:** Work is closely supervised in process and checked at conclusion by an engineer, analyst, scientist or a more experienced technician. Performs simple routine tasks of an uncomplicated nature following documented procedures or detailed verbal instructions. Conscientiously completes assigned tasks.

**Minimum Education:** Secondary education and some engineering technology education may be required.
**Engineering Technician IV**

**Minimum/General Experience:** Ten to fifteen years of experience in research, development, design, and instrumentation.

**Functional Responsibility:** Generally supervises other technicians performing routine work and checks work upon completion. For advanced assignments, initial instructions and advice from supervisor or engineer are given; however, work is performed independently and checked only on completion by an engineer, analyst, scientist, or a more experienced technician. Performs technical assignments that are not completely standardized or prescribed in addition to supervising other personnel engaged in performance of routine assignments. Troubleshoot problems encountered within their specialty and develop solutions or corrective actions based on sound judgment. Develop procedures that enhance production and quality and design minor specialty or test components. Assist in the design of major specialty or test components. Interface with vendors and clients for procurement of materials required in technical activities. May be responsible for the direction of others on a long-term basis. Custodians of specialized equipment and delicate instruments that require periodic maintenance, repair, and/or calibration. Development of technical design drawings and specifications of materials and equipment. Interface with vendors or clients.

**Minimum Education:** Completion of a degree in an engineering technology-related field and some education through job-related short courses, academic courses, or other related training may be required.

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**Engineering Technician V**

**Minimum/General Experience:** Fifteen to twenty years of experience in research, development, design, and instrumentation.

**Functional Responsibility:** Little or no supervision required for most assignments. Work may be checked at completion only. Performs technical assignments that are nonroutine and of substantial variety. May plan assignments and generally supervises personnel for the completion of assignments. Conducts tests or performs assignments that require selection, adaptation, or modification of existing equipment and procedures. Assists in and reviews the design of major specialty or test components. Frequent contact with vendors, clients, and other professionals such as scientists, engineers, and analysts. Generally responsible for the direction of others on a long-term basis. Custodians of specialized equipment and delicate instruments which require periodic maintenance, repair, and/or calibration. Development and review of technical design drawings and specifications. Interface with professionals on a routine basis.

**Minimum Education:** Completion of a degree in an engineering technology-related field is normally required and, in addition, a 4-year degree in engineering or engineering technology may be required.
ENVIRONMENTAL PROFESSIONAL SERVICES

ANALYST CLASSIFICATION

**Analyst I, II**

**Minimum/General Experience:** Entry level to 3 years.

**Functional Responsibility:** Works under close supervision. Performs assignments designed to develop professional scientific work knowledge and abilities. Receives specific and detailed instructions as to required tasks and results expected. Work is checked during progress and is reviewed for accuracy upon completion. Performs a variety of routine tasks that are planned to provide experience and familiarization with the engineering staff, methods, practices, and programs of the company.

**Minimum Education:** Bachelor’s degree

**Staff Analyst I, II**

**Minimum/General Experience:** Three to ten years of experience.

**Functional Responsibility:** Independently evaluates, selects, and applies standard scientific techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments have clear and specified objectives and require the investigation of a limited number of variables. Performance at this level requires developmental experience in a professional scientific position and generally, graduate level science education. Receives instructions on specific assignment objectives, complex features, and possible solutions. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment. Performs work which usually involves conventional types of plans, investigations, or equipment with relatively few complex features for which there are precedents. Assignments usually include one or more of the following: process design and development, preparation of specifications, process study, research investigations, report preparation, and other activities of limited scope requiring knowledge of principles and techniques commonly employed in the specific narrow area of assignments. May supervise or coordinate the work of drafters, technicians, and others who assist in specific assignments.

**Minimum Education:** Bachelor’s degree

**Project Analyst I, II**

**Minimum/General Experience:** Ten or more years of experience.

**Functional Responsibility:** As a fully competent scientist in all conventional aspects of the subject matter of the functional area of the assignments, plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Devises new approaches to problems encountered. Requires sufficient professional scientific experience to assure competence as a fully trained worker; and for positions primarily of a research nature, completion of all requirements for a doctoral degree in science may be required. Independently performs most assignments with instructions as to the general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects. Plans, schedules, conducts, or coordinates detailed phases of the scientific work in a part of a major project or in a total project of moderate scope. Performs work which involves conventional scientific practices but may include a variety of complex features such as unsuitability of standard approaches or difficult coordination requirements. Work requires a broad knowledge of precedents in the specialty area and a good knowledge of principles and practices of related specialties. May supervise engineers, analysts, or technicians on assigned work.

**Minimum Education:** Bachelor’s degree
GIS Analyst II

Minimum/General Experience: Two to five years of experience in GIS or Geology

Functional Responsibility: GIS analyst provides support to a wide range of clients in the public and private sector. Expertise in the complete system development lifecycle from conceptualization through requirements definition, design, development, testing implementation, maintenance, and user training as it applies to Geographic Information Systems (GIS) related technology and data in support of business needs. Develops and edits geographic datasets. Develops, edits, and prepares maps. Develops and integrates geo-databases, geo-processing models, tables, forms, charts and reports. Develops custom geo-processing models and conducts spatial analysis and interprets results. Provides metadata documentation on datasets. Coordinates staff and task management and manages small to mid-size GIS projects.

Minimum Education: Bachelor’s degree in Geographic Information Systems (GIS), Engineering, Geology, or Computer Science, Information Technology or related degree. Long-term GIS-specific experience can be substituted for education requirement.

Engineer Classification

Engineer I, II

Minimum/General Experience: Entry level to 3 years of experience in engineering.

Functional Responsibility: Works under close supervision. Performs assignments designed to develop professional engineering work knowledge and abilities. Receives specific and detailed instructions as to required tasks and results expected. Work is checked during progress and is reviewed for accuracy upon completion. Performs a variety of routine tasks that are planned to provide experience and familiarization with the engineering staff, methods, practices, and programs of the company.

Minimum Education: Bachelor’s degree in Engineering

Staff Engineer I, II

Minimum/General Experience: Three to ten years of experience in engineering.

Functional Responsibility: Independently evaluates, selects, and applies standard engineering techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments have clear and specified objectives and require the investigation of a limited number of variables. Performance at this level requires developmental experience in a professional engineering position and generally, graduate level engineering education. Receives instructions on specific assignment objectives, complex features, and possible solutions. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment. Performs work which usually involves conventional types of plans, investigations, or equipment with relatively few complex features for which there are precedents. Assignments usually include one or more of the following: Equipment design and development, test of materials, preparation of specifications, process study, research investigations, report preparation, and other activities of limited scope requiring knowledge of principles and techniques commonly employed in the specific narrow area of assignments. May supervise or coordinate the work of drafters, technicians, and others who assist in specific assignments.

Minimum Education: Bachelor’s degree in Engineering
**Staff Engineer III**

**Minimum/General Experience:** Three or more years of experience in engineering.

**Functional Responsibility:** Independently evaluates, selects, and applies standard engineering techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments have clear and specified objectives and require the investigation of a limited number of variables. Performance at this level requires developmental experience in a professional engineering position and generally, graduate level engineering education. Receives instructions on specific assignment objectives, complex features and possible solutions. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment. Performs work which usually involves conventional types of plans, investigations, or equipment with relatively few complex features for which there are precedents. Assignments usually include one or more of the following: Equipment design and development, test of materials, preparation of specifications, process study, research investigations, report preparation and other activities of limited scope requiring knowledge of principles and techniques commonly employed in the specific narrow area of assignments. May supervise or coordinate the work of drafters, technicians, and others who assist in specific assignments.

**Minimum Education:** Bachelor’s degree in Engineering

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**Project Engineer I, II**

**Minimum/General Experience:** Ten or more years of experience in engineering.

**Functional Responsibility:** As a fully competent engineer in all conventional aspects of the subject matter of the functional area of the assignments, plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Devises new approaches to problems encountered. Requires sufficient professional engineering experience to assure competence as a fully trained worker; and for positions primarily of a research nature, completion of all requirements for a doctoral degree in engineering may be required. Independently performs most assignments with instructions as to the general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects. Plans, schedules, conducts, or coordinates detailed phases of the engineering work in a part of a major project or in a total project of moderate scope. Performs work which involves conventional engineering practices but may include a variety of complex features such as unsuitability of standard approaches or difficult coordination requirements. Work requires a broad knowledge of precedents in the specialty area and a good knowledge of principles and practices of related specialties. May supervise engineers, analysts, or technicians on assigned work.

**Minimum Education:** Bachelor’s degree in Engineering

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**Project Engineer IV**

**Minimum/General Experience:** Ten or more years of experience in engineering.

**Functional Responsibility:** As a fully competent engineer in all conventional aspects of the subject matter of the functional area of the assignments, plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Devises new approaches to problems encountered. Requires sufficient professional engineering experience to assure competence as a fully trained worker; and for positions primarily of a research nature, completion of all
requirements for a doctoral degree in engineering may be required. Independently performs most assignments with instructions as to the general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects. Plans, schedules, conducts, or coordinates detailed phases of the engineering work in a part of a major project or in a total project of moderate scope. Performs work which involves conventional engineering practices but may include a variety of complex features such as unsuitability of standard approaches or difficult coordination requirements. Work requires a broad knowledge of precedents in the specialty area and a good knowledge of principles and practices of related specialties. May supervise engineers, analysts, or technicians on assigned work.

*Minimum Education:* Bachelor’s degree in Engineering

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**Resident Consultant/Senior Staff Scientist I, II**

**Minimum/General Experience:** Ten years of experience with a Ph.D., fifteen years of experience with a Master’s degree in engineering.

**Functional Responsibility:** Has full technical responsibility for interpreting, organizing, executing, and coordinating assignments. Plans and develops engineering projects concerned with unique or controversial problems which have an important effect on major company programs. This involves exploration of subject area, definition of scope and selection of problems for investigation, and development of novel concepts and approaches. Maintains liaison with individuals and units within or outside the organization with responsibility for acting independently on technical matters pertaining to the field. Work at this level usually requires extensive progressive experience including experience as a Resident Research Engineer or Staff Scientist. Supervision received is essentially administrative, with assignments given in terms of broad, general objectives and limits. One or more of the following: (1) In a supervisory capacity, plans, develops, coordinates, and directs large and important projects or a project of major scope and importance. Extent of responsibilities generally requires a few (three to five) subordinate supervisors or team leaders that may include a Staff Scientist or Resident Research Engineer. (2) As individual researcher or worker, (a) conceives, plans, and conducts research in problem areas of considerable scope and complexity, or (b) serves as the technical specialist for the organization (division or company) in the application of advanced theories, concepts, principles, and processes for an assigned area of responsibility (i.e., subject matter, function, type of facility or equipment, or product). Keeps abreast of new scientific methods and developments affecting the organization for the purpose of recommending changes in emphasis of programs or new programs warranted by such developments. Plans, organizes, and supervises the work of a staff of engineers and technicians. Evaluates progress of the staff and results obtained, and recommends major changes to achieve overall objectives. Or, as individual researcher, may be assisted on individual projects by other engineers, analysts, or technicians.

*Minimum Education:* Master’s degree in Engineering

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**Resident Consultant III**

**Minimum/General Experience:** Ten or more years of experience in engineering.

**Functional Responsibility:** Has full technical responsibility for interpreting, organizing, executing, and coordinating assignments. Plans and develops engineering projects concerned with unique or controversial problems which have an important effect on major company programs. This involves exploration of subject area, definition of scope and selection of problems for investigation, and development of novel concepts and approaches. Maintains liaison with individuals and units within or outside the organization with responsibility for acting independently on technical matters pertaining to the field. Work at this level usually requires extensive progressive
experience including experience as a Resident Research Engineer or Staff Scientist. Supervision received is essentially administrative, with assignments given in terms of broad, general objectives and limits. One or more of the following: (1) In a supervisory capacity, plans, develops, coordinates, and directs large and important projects or a project of major scope and importance. Extent of responsibilities generally requires a few (three to five) subordinate supervisors or team leaders that may include a Staff Scientist or Resident Research Engineer. (2) As individual researcher or worker, (a) conceives, plans, and conducts research in problem areas of considerable scope and complexity, or (b) serves as the technical specialist for the organization (division or company) in the application of advanced theories, concepts, principles, and processes for an assigned area of responsibility (i.e., subject matter, function, type of facility or equipment, or product). Keeps abreast of new scientific methods and developments affecting the organization for the purpose of recommending changes in emphasis of programs or new programs warranted by such developments. Plans, organizes, and supervises the work of a staff of engineers and technicians. Evaluates progress of the staff and results obtained, and recommends major changes to achieve overall objectives. Or, as individual researcher, may be assisted on individual projects by other engineers, analysts, or technicians.

**Minimum Education:** Master’s degree in Engineering

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<th><strong>Resident Research Engineer II</strong></th>
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<td><strong>Minimum/General Experience:</strong> Ten or more years of experience in engineering.</td>
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**Functional Responsibility:** Applies intensive and diversified knowledge of engineering principles and practices in broad areas of assignments and related fields. Makes decisions independently on engineering problems and methods, and represents the organization in conferences to resolve important questions and to plan and coordinate work. Requires the use of advanced techniques and the modification and extension of theories, precepts, and practices of the field and related sciences and disciplines. The knowledge and expertise required for this level of work usually result from progressive experience as a Project Engineer, and usually requires a doctoral degree in engineering. Supervision and guidance relate largely to overall objectives, critical issues, new concepts, and policy matters. Consults with supervisor concerning unusual problems and developments. One or more of the following: (1) In a supervisory capacity, plans, develops, coordinates, and directs important engineering projects or a number of small projects with many complex features. A substantial portion of the work supervised is comparable to that described for a Project Engineer. (2) As individual researcher or worker, carries out complex or novel assignments requiring the development of new or improved techniques and procedures. Work is expected to result in the development of new or refined equipment, materials, processes, products, and/or scientific methods. Assesses the feasibility and soundness of proposed engineering evaluation tests or equipment when necessary data are insufficient or confirmation by testing is advisable. Usually performs as a staff advisor and consultant as to a technical specialty or a program function. Supervises, coordinates, and reviews the work of a small staff of engineers and technicians; estimates personnel needs and schedules and assigns work to meet completion date. Or, as a Staff Scientist, may be assisted on projects by other engineers, analysts, or technicians.

**Minimum Education:** Bachelor’s degree in Engineering
ENGINEERING TECHNICIAN CLASSIFICATION

This job classification covers all employees who meet one or more of the following criteria:

1. Provide technical support for engineers, analysts, and scientists in such areas as field work, installation of instruments, monitoring stations, and data gathering.
2. Operate and maintain computer, electrical, electronic, or hydraulic and mechanical equipment.
3. Have practical backgrounds in science or engineering and have basic knowledge in these fields as demonstrated by the completion of a degreed program of study at either a vocational technology school, a technical science school, or some similar technology school or by equivalent training and experience. May also have a basic knowledge of mathematics or computer science.

This classification specifically excludes draftspersons or CAD technicians/operators. Maintenance workers or workers who perform routine tasks requiring no special technical training are also excluded. This classification comprises six categories and employees that may be nonexempt or exempt from the Fair Labor Standards Act, depending on their job functions. A description of the six categories is given below.

### Engineering Technician I

**Minimum/General Experience:** Entry level position.

**Functional Responsibility:** Work is closely supervised in process and checked at conclusion by an engineer, analyst, scientist or a more experienced technician. Performs simple routine tasks of an uncomplicated nature following documented procedures or detailed verbal instructions. Conscientiously completes assigned tasks.

**Minimum Education:** Secondary education and some engineering technology education may be required.

### Engineering Technician IV

**Minimum/General Experience:** Ten to fifteen years of experience in field work, instrumentation, and test procedures.

**Functional Responsibility:** Generally supervises other technicians performing routine work and checks work upon completion. For advanced assignments, initial instructions and advice from supervisor or engineer are given; however, work is performed independently and checked only on completion by an engineer, analyst, scientist, or a more experienced technician. Performs technical assignments that are not completely standardized or prescribed in addition to supervising other personnel engaged in performance of routine assignments. Troubleshoot problems encountered within their specialty and develop solutions or corrective actions based on sound judgment. Develop procedures that enhance production and quality and design minor specialty or test components. Assist in the design of major specialty or test components. Interface with vendors and clients for procurement of materials required in technical activities. May be responsible for the direction of others on a long-term basis. Custodians of specialized equipment and delicate instruments that require periodic maintenance, repair, and/or calibration. Development of technical design drawings and specifications of materials and equipment. Interface with vendors or clients.

**Minimum Education:** Completion of a degree in an engineering technology-related field and some education through job-related short courses, academic courses, or other related training may be required.
**Engineering Technician V**

**Minimum/General Experience:** Fifteen to twenty years of experience in field work, instrumentation, and test procedures.

**Functional Responsibility:** Little or no supervision required for most assignments. Work may be checked at completion only. Performs technical assignments that are nonroutine and of substantial variety. May plan assignments and generally supervises personnel for the completion of assignments. Conducts tests or performs assignments that require selection, adaptation, or modification of existing equipment and procedures. Assists in and reviews the design of major specialty or test components. Frequent contact with vendors, clients, and other professionals such as scientists, engineers, and analysts. Generally responsible for the direction of others on a long-term basis. Custodians of specialized equipment and delicate instruments which require periodic maintenance, repair, and/or calibration. Development and review of technical design drawings and specifications. Interface with professionals on a routine basis.

**Minimum Education:** Completion of a degree in an engineering technology-related field is normally required and, in addition, a 4-year degree in engineering or engineering technology may be required.

**GIS Technician**

**Minimum/General Experience:** Entry Level to 3 years experience in GIS

**Functional Responsibility:** Primary responsibilities will include assisting in developing geographic database structures, geoprocessing models, tables, forms, charts and reports. Provide metadata documentation on datasets and develop, edit and prepare maps.

**Minimum Education:** Associates degree in GIS.

**GEOLOGIST CLASSIFICATION**

**Geologist I, II**

**Minimum/General Experience:** Entry level position.

**Functional Responsibility:** Works under supervision. Works in a learning capacity, receiving on-the-job training. Performs elementary geologic investigations, calculations, and interpretations. Prepares geologic illustrations and reports. Makes written and oral presentations, primarily for internal use.

**Minimum Education:** B.S. or higher degree and little or no prior applicable experience.

**Staff Geologist I, II**

**Minimum/General Experience:** Three or more years of applicable experience.

**Functional Responsibility:** Works under general supervision. Works on projects of moderate difficulty, with work being reviewed in some detail. Performs intermediate-level geologic investigations, calculations, and
interpretations required independent study and responsible judgment. Prepares geologic illustrations and reports. Work may include client contact. Makes written and oral presentations.

**Minimum Education:** B.S. or higher degree. Is **not** certified or registered as a Professional Geologist. Should be enrolled as a Candidate for Certification or Geologist-in-Training (or equivalent).

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**Staff Geologist III**

**Minimum/General Experience:** Three or more years of experience in engineering

**Functional Responsibility:** Works under general supervision. Works on projects of moderate difficulty, with work being reviewed in some detail. Performs intermediate level geologic investigations, calculations and interpretations required independent study and responsible judgment. Prepares geologic illustrations and reports. Work may include client contact. Makes written and oral presentations.

**Minimum Education:** Bachelor’s degree in Engineering or Geology.

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**Project Geologist I, II, III**

**Minimum/General Experience:** Ten or more years of applicable experience.

**Functional Responsibility:** Works under **direction** (minimal supervision). Works on more complex projects required independent study and responsible judgment. Work includes client contact. May supervise Junior and Staff Geologists to a limited extent.

**Minimum Education:** B.S. degree or higher degree. May be active in professional affairs. Is qualified to be, and should be, certified or registered as a Professional Geologist.

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**GIS Developer III**

**Minimum/General Experience:** Three to ten years of experience in GIS or Geology.

**Functional Responsibility:** GIS developer and database analyst provides support to internal customer as well as a range of clients in the public and private sector. Qualified candidate has at least three years of directly applicable experience as a software developer tied to databases using the latest technologies. Expertise in the complete system development lifecycle from conceptualization through requirements definition, design, development, testing implementation, maintenance, and user training as it applies to Geographic Information Systems (GIS) related technology and data in support of business needs. Expertise with GIS software such as ArcGIS, ArcObjects, ArcGIS Server and ARCIMS. Application programming expertise in such GIS programming languages as: C#, .Net, Visual Basic, C++, JAVA, JSP, ASP, XML, GML, and Cold Fusion. Expertise in this category also includes GIS database design, use of ESRI’s SDE, data conversion and management, Internet mapping and remote sensing. Providing GIS services consistent with the ISB Geographic Information Technology policy and standards process, ISB Geographic IT standards for horizontal datum and coordinate system and ISB geographic IT standards for metadata. Proficient use of information engineering tools and methodologies. Completing conceptual, logical and physical data models using.

**Minimum Education:** Bachelor’s Degree in Computer Science or Geography.