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

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

*Effective October 1, 2015, the Consolidated Schedule will become the Professional Services Schedule (PSS), with no changes to any terms and conditions found within this document.*

Please be advised that the following individual Schedule contracts have been migrated to this Consolidated Schedule. As a result, no additional standalone Task Orders can be awarded or BPAs established under these contracts:

<table>
<thead>
<tr>
<th>Single Schedule Name</th>
<th>Former Contract Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Services</td>
<td>GS-10F-0230J</td>
</tr>
<tr>
<td>MOBIS</td>
<td>GS-23F-8011H</td>
</tr>
<tr>
<td>PES</td>
<td>GS-23F-0054L</td>
</tr>
</tbody>
</table>

**SCHEDULE TITLE:** 00CORP – The Professional Services Schedule  
Federal Supply Group: CORP  

**CONTRACT NUMBER:** GS-00F-314CA  

**CONTRACT PERIOD:** September 18, 2015 – September 17, 2020 (Base Period – exercised)  

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at [www.gsa.gov/schedules-ordering](http://www.gsa.gov/schedules-ordering)

**CONTRACTOR ADDRESS:**  
Amec Foster Wheeler Environment & Infrastructure, Inc. (Amec Foster Wheeler)  
751 Arbor Way, Ste 180  
Blue Bell, PA 19422

**CONTRACT MANAGER:** Dawn Aucoin  
Address: Amec Foster Wheeler Environment & Infrastructure, Inc.  
9725 Cogdill Road  
Knoxville, TN 37932  
Telephone: (865) 671-6774  
Direct: (865) 218-1051  
Fax: (865) 671-6254  
Email: donna.aucoin@amec.com  
Web Site: [www.amecfw.com](http://www.amecfw.com)

**CONTRACT ADMINISTRATOR:** Cuong Vu  
Address: Amec Foster Wheeler Environment & Infrastructure, Inc.  
751 Arbor Way, STE 180  
Blue Bell, PA 19422  
Telephone: (610) 828-8100
In accordance with 13 C.F.R. 121.404, the Contractor is ineligible for award in any RFQ that is set aside for small business where the subject contract’s awarded size status for the preponderance NAICS designated in the RFQ is “other than small”.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
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<tbody>
<tr>
<td>C871-1</td>
<td>C871-1RC</td>
<td>Strategic Planning for Technology Programs/Activities</td>
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<tr>
<td>C871-2</td>
<td>C871-2RC</td>
<td>Concept Development and Requirements Analysis</td>
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<td>C871-3</td>
<td>C871-3RC</td>
<td>System Design, Engineering and Integration</td>
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<td>C871-4</td>
<td>C871-4RC</td>
<td>Test and Evaluation</td>
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<td>C871-6RC</td>
<td>Acquisition and Life Cycle Management</td>
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<td>C871-7RC</td>
<td>Construction Management</td>
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<td>C899-3RC</td>
<td>Environmental Training Services</td>
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<td>C899-7RC</td>
<td>Geographic Information Systems (GIS) Services</td>
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<tr>
<td>C899-8</td>
<td>C899-8RC</td>
<td>Remediation and Reclamation Services</td>
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</table>
1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. LABOR CATEGORY TITLES AND RATES: For labor category titles, descriptions, and rates please see Pages 8 – 37.

2. MAXIMUM ORDER*: $1,000,000

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: $100

4. GEOGRAPHIC COVERAGE: Domestic and Overseas

5. POINT(S) OF PRODUCTION: Same as Contractor’s address

6. DISCOUNT FROM LIST PRICES: Prices Shown Herein are Net (discount deducted)

7. QUANTITY DISCOUNT(S): None

8. PROMPT PAYMENT TERMS: Net 30 days

9a. Government Purchase Cards are accepted at or below the micro-purchase threshold. Contact Contract Administrator

9b. Government Purchase Cards are accepted above the micro-purchase threshold. Contact Contract Administrator

10. FOREIGN ITEMS: None

11a. TIME OF DELIVERY: Per SOW

11b. EXPEDITED DELIVERY: Contact Contract Administrator

11c. OVERNIGHT AND 2-DAY DELIVERY: Contact Contract Administrator

11d. URGENT REQUIREMENTS: Contact Contract Administrator

12. F.O.B. POINT: Destination

13a. ORDERING ADDRESS: Same as Contractor’s address

13b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (www.fss.gsa.gov/schedules).

14. PAYMENT ADDRESS:

Amec Foster Wheeler Environment & Infrastructure, Inc.
24376 Network Place
Chicago, IL 60673-1376
15. **WARRANTY PROVISION: N/A**

16. **EXPORT PACKING CHARGES: N/A**

17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Contact Contract Administrator

18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): 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 AVAILABLE): 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. **PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A**

24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A**

24b. **Section 508 Compliance for EIT: N/A**

25. **DUNS NUMBER: 038086125**

26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Registration valid until current expiration

**LIST OF AWARDED SPECIAL ITEM NUMBERS (SINS)**

**SIN 871-1 STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES:**

Services required under this SIN involve the definition and interpretation of high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting. Example: The evaluation and preliminary definition of new and/or improved performance goals for navigation satellites such as launch procedures and costs, multi-user capability, useful service life, accuracy and resistance to natural and man-made electronic interference. PES does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

**SIN 871-2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS:**

Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development of enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire
Safety evaluation worksheets as they relate to professional engineering services, regulatory compliance support, technology/system conceptual designs, training, and consulting. Example: The development and analysis of the total mission profile and life cycle of the improved satellite including examination of performance and cost tradeoffs. PES does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

**SIN 871-3 SYSTEM DESIGN, ENGINEERING AND INTEGRATION:**

Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis, mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, e.g. CADD, design studies and analysis, design review services, shop drawing review services, submittal review services, conducting fire protection facility surveys, developing risk reduction strategies and recommendations to mitigate identified risk conditions, fire modeling, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, and consulting. Example: The navigation satellite concept produced in the preceding stage will be converted to a detailed engineering design package, performance will be computer simulated and a working model will be built for testing and design verification. PES does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

**SIN 871-4 TEST AND EVALUATION:**

Services required under this SIN involve the application of various techniques demonstrating that a system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited to testing of a prototype, and first article(s) testing, environmental testing, performing inspections and witnessing acceptance testing of fire protection and life safety systems as they relate to professional engineering services, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system, quality assurance, physical testing of the product system, training, and consulting. Example: The navigation satellite-working model will be subjected to a series of tests, which may simulate and ultimately duplicate its operational environment. PES does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

**SIN 871-5 INTEGRATED LOGISTICS SUPPORT:**

Services required under this SIN involves the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their lifecycles, excluding those systems associated with real property. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, conducting research studies, long-term reliability and maintainability, training, and consulting. Example: The full range of life cycle logistics support for the navigation satellite will be identified and designed in this stage including training, operation and maintenance requirements, and replacement procedures. PES does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

**SIN 871-6 ACQUISITION AND LIFE CYCLE MANAGEMENT:**

Services required under this SIN involve all of the planning, budgetary, contract and systems/program management functions required to procure and or/produce, render operational and provide life cycle
support (maintenance, repair, supplies, engineering specific logistics) to (technology based) systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting. Example: During this stage the actual manufacturing, launch, and performance monitoring of the navigation satellite will be assisted through project management, configuration management, reliability analysis, engineering retrofit improvements and similar functions. PES does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

SIN 871-7 CONSTRUCTION MANAGEMENT AND ENGINEERING CONSULTING SERVICES RELATED TO REAL PROPERTY:

Services provided under this SIN include construction management, engineering consulting, project management, and related professional services specifically pertaining to real property. The construction management approach utilizes one or more firms with construction, design, and management expertise to expand the customer agency’s capabilities, so that the agency can successfully accomplish its program or project. The contractor performing construction management services assumes the position of professional adviser to the customer agency. Customer agencies may utilize the construction manager as the principal agent to advise or manage the process over the project regardless of the project delivery method used. Construction management services include, but are not limited to, design phase support, procurement support, commissioning services, testing services, construction claims support, and post-construction engineering services. The contractor performing engineering consulting services functions as an advisor to the government to assist with executing engineering tasks associated with real property. Engineering consulting services relating to real property include, but are not limited to, mechanical engineering, electrical engineering, fire protection engineering, forensic engineering, structural engineering, or any other specialized engineering consulting services that are utilized in regards to real property. Authorized engineering consulting tasks include design reviews, shop drawing reviews, submittal reviews, inspection and testing services, witnessing acceptance tests of equipment and systems, commissioning, modeling and analysis, loss investigation, facility surveys, safety evaluations, research studies, risk mitigation strategy development or reviews, and other related technical consulting services. The contractor performing engineering consulting services shall not perform the construction of real property, nor be a named party under the construction contract. The contractor performing construction management and engineering consulting services shall not perform the construction of real property, nor be a named party under the construction contract. Project management services relating to a construction management or engineering consulting effort are authorized.

NOTE 1: This Schedule does not include Architect-Engineer services as defined in the Brooks Act, and do not include certification of designs or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

NOTE 2: This Schedule does not include Davis-Bacon Act work as described in Federal Acquisition Regulation Subpart 22.4.

NOTE 3: Some of the terminology used, such as professional engineer and design review, have multiple meanings in the engineering services profession. Under no circumstances should those terms be interpreted to include performance of Brooks Act services Section 1102 of 40 U.S.C. Chapter 11.

NOTE 4: Please review the Construction Management and Engineering Consulting Services TFTP-MC-990871-B Refresh: 20 Part I - GOODS & SERVICES Page: 8 of 81 Relating to Real Property Guide available at www.gsa.gov/pes to obtain further information regarding the scope of services included under this SIN.

SIN 874-1 INTEGRATED CONSULTING SERVICES:
Contractors shall provide expert advice and assistance in support of an agency’s mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

NOTE: Consulting services where the preponderance of work is specifically covered under other GSA Schedules are not permitted under this SIN; please refer to the Scope of Work in Part I of the MOBIS solicitation for further information.

SIN 899-1 ENVIRONMENTAL CONSULTING SERVICES:

The services include, but are not limited to: Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13423) in areas of chemical, radiological, and/or hazardous materials; ISO 14001 Environmental Management System (EMS) and sustainable performance measure development; Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA); Endangered species, wetland, watershed, and other natural resource management plans; Archeological and/or cultural resource management plans; Environmental program and project management; Environmental regulation development; Economic, technical and/or risk analysis; other environmentally related studies and/or consultations; Homeland Security solutions that include Biochemical protection; Crime prevention through environmental design surveys (CPTED); Economical, technical and/or risk analysis; Identification and mitigation of threats inclusive of protective measures to mitigate the threats; and Vulnerability assessments. Compliance Services such as review, audit, and implementation / management of EMS and other compliance and contingency plans and performance measures; Permitting; Spill prevention/control and countermeasure plans; Pollution prevention surveys; and Community Right to Know Act reporting. Advisory Services for ongoing advice and assistance with data and information in support of agency environmental programs involving areas such as Hazardous material spills; Material safety data sheets (MSDS), Biological/medical data sheets; Information hotlines; Poison control hotlines; Environmental regulations and environmental policy/procedure updates; Management, furnishing, or inventory of MSDS. Waste Management Consulting Services to provide guidance in support of waste-related data collection, feasibility studies and risk analyses; Resource Conservation and Recovery Act/Comprehensive Environmental Response Compensation and Liability Act (RCRA/CERCLA) site investigations; Hazardous and/or non-hazardous exposure assessments; Waste characterization and source reduction studies; Review and recommendation of waste tracking or handling systems; Waste management plans and/or surveys; Waste minimization/pollution prevention initiatives; and Review of technologies and processes impacting waste management.

Note: Services involving only the consulting portion of environmental remediation efforts are included under this SIN. Any actual remediation efforts are performed under SIN 899-8.

SIN 899-3 ENVIRONMENTAL TRAINING SERVICES:

This SIN is designed to aid agencies in training personnel in a variety of environmentally related subjects in order to meet Federal mandates and Executive Orders. Environmentally related training can be conducted on- or off-site using standard off-the-shelf, customized, or computer/web-based interactive courses. Examples of environmental training courses include: Air/blood borne pathogens; Asbestos awareness; Environmental management planning and operations and maintenance (O&M) planning; Asbestos Hazard Emergency Response Act (AHERA); Compliance with environmental laws/regulations;
Comprehensive Environmental Response Compensation and Liability Act (CERCLA); Confined space training; Electronics management; Emergency response plans; Environmental audits, awareness, compliance, and management; Fire preparedness training; First responder; Hazardous materials and waste (HAZMAT) training to include compliance, operation, packaging, handling, generators, and incident response; Hazardous waste operations and emergency response (HAZWOPER) training inclusive of transportation, storage and disposal; ISO 14001 Environmental Management Systems (EMS); Lead training to include awareness, inspecting, assessing, rehabilitation, and renovation; Mold (abatement, assessment); National Environmental Policy Act (NEPA); Natural habitat preservation; Occupational Safety and Health Administration (OSHA); Pollution prevention; Public fire safety education; Resource Conservation and Recovery Act (RCRA); Sustainable environmental practices; Water conservation; and Wetlands regulation and permitting.

**SIN 899-7 GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES:**

Provides GIS services in support of environmental programs. Services include, but are not limited to: Creation/enforcement of environmental legislation; Cultural resource GIS (CRGIS); Environmental cost assessment; Environmental impact analyses; Environmental regulatory compliance; Groundwater monitoring; Growth forecast modeling; Habitat conservation plans; Habitat modeling; Image analysis support for emergency response; Mapping, Cartography and Mashups (e.g., combining data from more than one source into a single integrated tool); Migration pattern analysis; Natural resource planning; Remote sensing for environmental studies; Terrestrial, marine, and/or atmospheric measuring/management; Vegetation mapping; and Watershed characterization for mitigation planning.

Note: The services offered under this SIN shall NOT include construction and architect-engineering services as set forth in FAR Part 36, including surveying and mapping services as defined under the Brooks Act of 1972 (Public Law 92-582, 40 U.S. 1102 et seq.).

**SIN 899-8 REMEDIATION AND RECLAMATION SERVICES:**

Remediation services include, but are not limited to: Excavation, removal and disposal of hazardous waste; Site preparation, characterization, field investigation, conservation and closures; Wetland restoration; Emergency response clean up (ERC); Underground storage tank/above-ground storage tank (UST/AST) removal; Air monitoring; Soil vapor extraction; Stabilization/solidification, bio-venting, carbon absorption, reactive walls, containment, monitoring and/or reduction of hazardous waste sites, as well as unexploded ordnance removal; Remediation-related laboratory testing (e.g., biological, chemical, physical, pollution and soil testing). Reclamation services include, but are not limited to: Land (e.g., creating new land from sea or riverbeds and/or restoring areas to a more natural state, such as after pollution, desertification, or salination have made it unusable); and Water and refrigerant reclamation.

Note: Services offered under this SIN shall NOT include any remediation/transportation/disposal of radioactive waste, asbestos removal and/or paint removal, construction and architect-engineer services as set forth in FAR Part 36 (including construction, alteration or repair of buildings, structures, or other real property). Disposal services performed under SIN must be ancillary to remediation services performed.

**DESCRIPTION OF LABOR CATEGORY TITLES AND RATES**

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<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Rates</th>
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<td>C871-1, C871-2, C871-3, C871-4, C871-5, C871-6, C871-7</td>
<td>Chief Engineer/Scientist</td>
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Service Contract Act: The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are in
**CHIEF ENGINEER / SCIENTIST:**
Recognized internally and externally as technical and business leader; provides high-level support for marketing and project pursuit; provides support for project execution, training, and technical development; assures implementation of quality programs and initiatives. Typical responsibilities include, provides leadership role for marketing to major clients, service areas, and technically unusual projects; responsible for selected key clients. Serves as Project Principal for proposals prepared and projects executed which are outside the scope of services provided by the office or experience of office staff. Assures that only appropriately trained and authorized Principals are assigned to projects.

Assures that Office Manager develops appropriate technical training for office staff. Assists employees in their professional development and recommends qualified personnel for career advancement. Performs or directs others to perform documented quality reviews at least annually for each service area in assigned office(s). Assists Director of Engineering and Science and Quality Assurance Manager in audits of other operations in the company. Serves on Principal Professional, Project Manager, and Principal Technician review boards as requested by Director of Engineering and Science. Requires a B.S. or M.S. Engineering, Scientific Discipline, or related technical field. 15+ years of experience. Professional registration or certification as applicable. Demonstrated ability to lead and manage multiple projects and personnel. Demonstrated ability to develop and maintain strong client relationships. Strong oral and written communications skills; ability to prepare complex reports and proposals. Demonstrated ability to develop business with new and existing clients and to attract clients based on personal reputation. Thorough understanding of the company’s resources, capabilities, business practices, and financial model. 2+ years tenure as a Principal Professional. Recognized as a technical expert within the professional community. If the job requires solo work assignments, then a valid driver’s license is required. If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance. Flexibility to work outside normal business hours as required. Training requirements include appropriate health and safety topics, Quality Assurance Manual and Procedures, Professional Ethics, Project Manager Leadership, Advanced Project and Risk Management topics as applicable, Civil Treatment for Managers (recommended), Outlook, Word and Excel.

**SR. PRINCIPAL/SR. PROJECT MANAGER:**
Recognized internally and externally as technical expert in a particular field; acts as technical consultant for projects of major scope and complexity; makes decisions and recommendations with significant impact; works with wide latitude for action and decision-making authority. Reports to Group Leader, Office manager or Regional Manager. Typical Responsibilities include, Manages multiple and technically difficult projects (if designated as a Project Manager); has authority to commit company resources. Provides advanced leadership to technical staff. Serves as a top technical advisor to other groups and clients. Develops, reviews, and signs proposals in accordance with company policy. Develops, reviews, and signs reports and contract documents in accordance with company policy. Leads business development efforts within discipline and attracts work based on personal reputation as an expert. Takes major role in guiding the firm financially, technically, and administratively, including quality assurance, technical excellence, and operations management. Requires a B.S. or M.S. Engineering, Scientific Discipline, or related technical field. 15+ years of experience. Professional registration or certification as applicable. Demonstrated ability to lead and manage multiple projects and personnel. Demonstrated ability to develop and maintain strong client relationships. Strong oral and written communications skills; ability to prepare complex reports and proposals. Demonstrated ability to develop business with new and existing clients and to attract clients based on personal reputation. Thorough understanding of the company’s resources, capabilities, business practices, and financial model. Successful completion of an internal review board coordinated by the Directors of Engineering/Science; senior level personnel may be hired at this position with the approval of the Director of Engineering and Science and the completion of the review board process within one year of hire. Recognized as a technical expert within the professional community. Published within area of expertise. If the job requires solo work assignments, then a valid driver’s license is required. If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance. Flexibility to work outside normal business hours as required.

Amec Foster Wheeler
Environment & Infrastructure, Inc. 13 of 37 GS-00F-314CA
PRINCIPAL/PROJECT MANAGER:
Accountable for technical content and quality of specific project elements performed under their direction. Responsible for marketing and client development. Develops, reviews, and signs proposals in accordance with Company Policy. Directs project elements and reviews and signs reports and contract documents in accordance with Company Policies. Requires a B.S. in engineering, 1 year as an AMEC employee, and 1 year tenure of work in responsible charge under the guidance of a principal professional at least 5 years experience and approval by an internal review board.

SENIOR ENGINEER:
Responsible for marketing, client development, project budgets and staffing. Responsible for planning and conducting projects. Performs review of project quality and adherence to project plan. Reviews project documents for technical accuracy. May supervise or direct work assignment of project and staff level professionals. Requires a B.S. in engineering and appropriate professional registration or certification. Typically 4 - 10 years of experience.

PROJECT ENGINEER:
Under general direction, performs fieldwork, gathers and analyzes data, prepares reports and plans for engineering and/or environmental projects. Assists in preparation of proposals and cost estimates. Oversees the work of staff level professional. May work on projects of smaller scope or assist senior level professionals on projects of greater scope or complexity. May supervise small projects. Requires a B.S. in engineering or science; typically EIT or GIT and a minimum of 3 years of experience.

STAFF ENGINEER II:
Under direct supervision, performs a variety of routine tasks that are structured to provide experience and familiarization with the staff, methods, practices and programs of the company. Typically an entry level professional position requires a degree in engineering, or science, an EIT and less than 2 years of experience. May prepare proposals and cost estimates and may supervise small projects.

STAFF ENGINEER I:
Performs routine, well-defined field and office assignments (technical and non-technical); receives detailed instructions on objectives, complex features and possible solutions; receives close supervision and review of work. Reports to Group Leader; assigned to projects under direction of Project Managers. Typical Responsibilities include performing field exploration, inspection, analysis; provides technical support with supervision. Acts as a data gatherer; prepares maps, charts; runs simple computer programs. Performs field testing; uses equipment and instrumentation. Interprets data and test results. With experience, may write complete reports. Prepares field reports, internal correspondence, sections of formal reports. May be assigned field construction responsibilities. With experience, may supervise subcontractors and/or company employees. Follows company safety standards, site safety standards, and provides all required permitting. Contacts vendors; researches literature and regulatory requirements; prepares draft designs. Conducts engineering or scientific calculations; coordinates geometry; performs minimal design work, preliminary analysis, and layout. Performs routine calculations. Typical Requirements include: B.S. or M.S. Engineering, Scientific Discipline, or related technical field. 0 - 2 years of related experience. E.I.T. for engineers (preferred). If the job requires solo work assignments outside the office, then a valid driver's license is required. If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance. Flexibility to work outside normal business hours as required.

SENIOR TECHNICIAN II:
Responsible for managing tasks or coordinating projects of moderate size and complexity; makes decisions independently; receives supervision and guidance largely on overall objectives and results. (This position is for employees without a technical degree who are performing exempt-level technical duties.) Reports to Group Leader; assigned to projects under direction from Project Managers. Typical Responsibilities include: Directs and supervises technical assignments (both field and office). Manages specific elements of projects. Maintains effective client relations. Prepares and conducts technical review of staff, reports, correspondence, and calculations; prepares technical recommendations.
Produces non-routine plans, reports, and specifications. Identifies and defines scope, technique, price, and schedule. Prepares, directs, and reviews cost estimates. Recognizes and initiates business development opportunities. Prepares proposals with limited supervision; assists in preparation of large-scale proposals. Typical Requirements: High School diploma; Associates degree or non-technical Bachelor’s degree preferred 12 + years of related experience. Demonstrated ability to solve complex problems. Staff management and leadership ability. Demonstrated maturity in judgment, initiative, and client relations. Strong oral and written communication skills; ability to prepare reports and proposals. Demonstrated project task management abilities. Ability and willingness develop business from new and existing clients. If the job requires solo work assignments outside the office, then a valid driver’s license is required. If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance. Flexibility to work outside normal business hours as required. Training Requirements: Appropriate health and safety topics, Quality Assurance Procedures, Professional Ethics, Basic Project Management, Outlook, & Word Excel.

**SENIOR TECHNICIAN I:**
Makes on-site observations, collects samples, and/or performs tests to monitor work procedures for compliance with project specifications. Reports and records observations and test in timely manner to professional staff and client representatives. Performs and supervises complex work tasks, has thorough knowledge of testing and inspection requirements. May be responsible for training and supervising other technicians and managing projects. Typical requires high school diploma and 10 or more years of experience. Typical certifications include ACI Level II, NICET Level IV, NDT Level II or III and AWS CWI.

**TECHNICIAN II:**
Performs routine, well-defined field and office assignments; receives detailed instructions on objectives, complex features and possible solutions; receives close supervision and review of work. With experience, may be assigned some tasks with minimal supervision. (This position is for employees without a technical degree who are performing exempt-level technical duties.) Typical Responsibilities: Performs field exploration, inspection, analysis; provides technical support with supervision. Acts as a data gatherer; prepares maps, charts; runs simple computer programs. Performs field testing; uses equipment and instrumentation. Interprets data and test results; with experience, may write complete reports. Prepares field reports, internal correspondence, sections of formal reports. May be assigned field construction responsibilities. With experience, may supervise subcontractors and/or company employees, formal reports. May be assigned field construction responsibilities. With experience, may supervise subcontractors and/or company employees. Follows company safety standards, site safety standards, and provides all required permitting. Contacts vendors; researches literature and regulatory requirements; prepares draft designs. Conducts engineering or scientific calculations; coordinates geometry; performs minimal design work, preliminary analysis, and layout. Performs routine calculations. Typical Requirements: High School diploma; Associates degree or non-technical Bachelor’s degree preferred. 7+ years of related experience. Technical aptitude. Skilled at basic or standard field procedures and techniques. If the job requires solo work assignments outside the office, then a valid driver’s license is required. Drug screen, background check, and social security # verification. If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance. Flexibility to work outside normal business hours as required. Training Requirements: Appropriate health and safety topics, Quality Assurance Manual and Procedures, Outlook, Word, & Excel.

**TECHNICIAN I:**
Makes on-site observations, collects samples, and/or performs tests to monitor work procedures for compliance with project specifications. Reports and records observations and test in timely manner to professional staff and client representatives. Performs beginning level work under direct supervision. Entry level position typically requiring high school diploma and 0-2 years experience. Typical certifications include ACI Grade I and NICET Level I or NDT Level

**CADD/DRAFTSPERSON II:**
Performs design functions in selected discipline. Sets up discipline design CAD files, transforms and
completes engineering provided sketches on CAD utilizing CAE design software. Interacts with and
gathers information from CAD operators and other Technical Designers. Required basic demonstrated
CAD skills in a particular design discipline and ability to work under supervision of an engineer. Typically
requires NICET Part A Certification; demonstrated project set up skills and familiarity with standard
industry practices. May supervise CAD operators. Also typically requires 10 years experience for non-
degree or associates degree individuals or a minimum of 4 years of experience for degreed individuals.

CADD/DRAFTSPERSON I:
Under general supervision, prepares drawings and other reports documents using a personal computer
with standard CAD software. Maintains diagrams and project documentation. Typically requires high
school diploma, technical or College training and 3-5 years of experience.

TECHNICAL WRITER:
Writes and edits material for reports, manuals, proposals, and related technical and administrative
publications as assigned by project leader. Reviews documents for format, logic, organization,
consistency, grammar and punctuation. Researches materials and interviews technical professionals.

PROJECT/SUBCONTRACT ADMINISTRATOR:
Responsible for preparation, evaluation administration and compliance of all government contract
accounting work. This includes Cost Accounting Standards, RFP's RFQ, Statements of Work, Work
Breakdown Schedules, Purchase Orders, Small Business Plan Compliance, and Property Disposition
programs. Coordinates finalization of contract cost amendments and changes. Assures that contracts
are executed according to federal Acquisition Regulations, and that the client billing and receivables are
according to the terms of the contract.

ADMIN II:
Provides administrative support duties under general supervision; requires the full knowledge of, and
ability to interpret, established procedures. Typical Responsibilities: Receives and distributes mail;
routes documents. Maintains files and records for projects, invoices, correspondence, etc. Provides
telephone support to individuals and/or groups; screens calls and answers inquiries about routine
operating matters; may provide support for office switchboard as needed. Compiles data used in
preparing reports. Operates office equipment and basic software applications to produce typewritten
material, drawings, graphs, etc. Enters information into computer databases; performs searches; runs
reports. Arranges meetings; may make travel arrangements. Transcribes a variety of dictation into
proper letter, memorandum, and record format; ensuring correct punctuation and grammar. May perform
a variety of accounting-related clerical duties; checks records, prepares invoices and vouchers, posts
records such as accounts receivable and accounts payable. Researches and resolves routine problems.
Typical Requirements: High School Diploma. 3+ years of related experience. Strong oral and written
communication skills. Ability to operate basic office equipment and basic computer software
applications. Ability to analyze basic data for the preparation of studies and reports. Knowledge of
company policies, practices, organizational structure, and office procedures. Typing speed of 50+ WPM
may be required. Knowledge of basic telephone procedures and practices, Knowledge of fundamental
filing systems and procedures. Basic knowledge of accounting terms/procedures may be required. If the
job requires solo work assignments outside the office, then a valid driver's license is required. Drug
screen, background check, and social security # verification. Flexibility to work outside normal business
hours as required.

ADMIN I:
Performs a full range of secretarial and administrative duties for senior staff members, Handles project
oriented duties and may be held accountable for the timely completion of these task. Relieves manager
of routine administrative detail. Position required an in depth knowledge of company practice, structure
and a high degree of secretarial/administrative skills. Typically requires a high school diploma, 2 years
of college or secretarial certification and a minimum of 6 years of related experience.

EXECUTIVE MANAGEMENT CONSULTANT
Overview: Recognized internally and externally as technical and business leader; provides high-level support for marketing and project pursuit; provides support for project execution, training, and technical development; assures implementation of quality programs and initiatives.

Typical Responsibilities:

- Provides leadership role for marketing to major clients, service areas, and technically unusual projects; responsible for selected key clients.
- Serves as Project Principal for proposals prepared and projects executed which are outside the scope of services provided by the office or experience of office staff.
- Assures that only appropriately trained and authorized Principals are assigned to projects.
- Assures that Office Manager develops appropriate technical training for office staff.
- Assists employees in their professional development and recommends qualified personnel for career advancement.
- Serves as primary quality assurance officer for assigned office(s); verifies implementation of quality programs and initiatives.
- Performs or directs others to perform documented quality reviews at least annually for each service area in assigned office(s).
- Assists Director of Engineering and Science and Quality Assurance Manager in audits of other operations in the company.
- Serves on Principal Professional, Project Manager, and Principal Technician review boards as requested by Director of Engineering and Science.

Typical Requirements:

- B.S. or M.S. Engineering, Scientific Discipline, or related technical field.
- 15 + years of experience.
- 5 + years at govt. facility.
- Professional registration or certification as applicable.
- Demonstrated ability to lead and manage multiple projects and personnel.
- Demonstrated ability to develop and maintain strong client relationships.
- Strong oral and written communications skills; ability to prepare complex reports and proposals.
- Demonstrated ability to develop business with new and existing clients and to attract clients based on personal reputation.
- Thorough understanding of the company’s resources, capabilities, business practices, and financial model.
- 2+ years tenure as a Principal Professional
- Recognized as a technical expert within the professional community.

PRINCIPAL MANAGEMENT CONSULTANT 1

Overview: Recognized internally and externally as technical expert in a particular field; acts as technical consultant for projects of major scope and complexity; makes decisions and recommendations with significant
impact; works with wide latitude for action and decision-making
authority.

Reports to: Group Leader, Office Manager, or Regional Manager.

Typical Responsibilities:
- Manages multiple and technically difficult projects (if designated as a Project Manager); has authority to commit company resources.
- Provides advanced leadership to technical staff.
- Serves as a top technical advisor to other groups and clients.
- Develops, reviews, and signs proposals in accordance with company policy.
- Develops, reviews, and signs reports and contract documents in accordance with company policy.
- Leads business development efforts within discipline and attracts work based on personal reputation as an expert.
- Takes major role in guiding the firm financially, technically, and administratively, including quality assurance, technical excellence, and operations management.
- Takes major role in the development and implementation of business plans.
- Represents the company with clients and at technical forums.
- Publishes papers related to discipline.

Typical Requirements:
- B.S. or M.S. Engineering, Scientific Discipline, or related technical field.
- 15 + years of experience.
- Professional registration or certification as applicable.
- Demonstrated ability to lead and manage multiple projects and personnel.
- Demonstrated ability to develop and maintain strong client relationships.
- Strong oral and written communications skills; ability to prepare complex reports and proposals.
- Demonstrated ability to develop business with new and existing clients and to attract clients based on personal reputation.
- Thorough understanding of the company's resources, capabilities, business practices, and financial model.
- Successful completion of an internal review board coordinated by the Directors of Engineering/Science; senior level personnel may be hired at this position with the approval of the Director of Engineering and Science and the completion of the review board process within one year of hire.
- Recognized as a technical expert within the professional community.
- Published within area of expertise.
- If the job requires solo work assignments, then a valid driver's license is required.
- If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
- Flexibility to work outside normal business hours as required.
Overview: Responsible for technical management and business development leadership; makes decisions and recommendations with significant impact; works with wide latitude for action and decision making authority.

Reports to: Group Leader or Office Manager.

Typical Responsibilities:
- Manages multiple and/or technically difficult projects (if designated as a Project Manager); has authority to commit company resources.
- Plans, assigns, supervises, mentors, and develops project staff.
- Significant internal and external client interaction; acts a technical advisor to other groups.
- Develops, reviews, and signs proposals in accordance with company policy.
- Develops, reviews, and signs reports and contract documents in accordance with company policy.
- Leads business development efforts within discipline.
- Participates in guiding firm financially, technically, and administratively, including quality assurance, technical excellence, and operations management.
- Assists in the development and implementation of business plans.
- Represents the company with clients and at technical forums.

Typical Requirements:
- B.S. or M.S. Engineering, Scientific Discipline, or related technical field.
- 10 – 15 years of related experience with B.S.; 8 + years with M.S.
- Professional registration or certification as appropriate.
- Demonstrated ability to lead and manage multiple projects and personnel.
- Demonstrated ability to develop and maintain strong client relationships.
- Strong oral and written communication skills; ability to prepare complex reports and proposals.
- Demonstrated ability to develop business from new and existing clients.
- Thorough understanding of the company’s resources, capabilities, business practices, and financial model.
- Successful completion of an internal review board coordinated by the Directors of Engineering/Science and Projects; senior level personnel may be hired at this position with the approval of Director of Engineering and Science and completion of review board process within one year of hire.
- Recognized for technical excellence in the professional community.
- Published within area of expertise (preferred).
- If the job requires solo work assignments outside the office, then a valid driver’s license is required.
- If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
- Flexibility to work outside normal business hours as required.
PRINCIPAL MANAGEMENT CONSULTANT 3

Reports to: Group Leader or Office Manager.

Typical Responsibilities:
- Directs and supervises technical and management assignments (both field and office).
- Manages specific elements of projects.
- Maintains effective client relations.
- Prepares and conducts technical review of staff, reports, correspondence, and calculations; prepares technical recommendations.
- Produces non-routine plans, reports, and specifications.
- Identifies and defines scope, technique, price, and schedule.
- Prepares, directs, and reviews cost estimates.
- Recognizes and initiates business development opportunities.
- Prepares proposals with limited supervision; assists in preparation of large-scale proposals.

Typical Requirements:
- B.S. or M.S. Engineering, Scientific Discipline, or related technical field.
- 5 - 10 years of related experience with B.S.; 4 + years with M.S.
- Appropriate professional registration or certification.
- Demonstrated ability to solve complex problems.
- Staff management and leadership ability.
- Demonstrated maturity in judgment, initiative, and client relations.
- Strong oral and written communication skills; ability to prepare reports and proposals.
- Demonstrated project task management abilities.
- Ability and willingness develop business from new and existing clients.
- If the job requires solo work assignments outside the office, then a valid driver’s license is required.
- If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
- Flexibility to work outside normal business hours as required.

SENIOR MANAGEMENT CONSULTANT 1

Overview: Accountable for all aspects of project management for critical projects of broad scope and impact; serves as primary contact with client.

Reports to: Office or Division Manager
### Typical Responsibilities:
- Responsible for all aspects of project management for projects of broad scope and impact, including compliance with company policies, definition of scope of work, establishment of budgets and schedules, control of project costs, compliance with schedule, timely payment for the work, and assurance of overall client satisfaction.
- Ensures project quality control activities are in place and adhered to.
- Develops, reviews, and signs proposals, reports, client contracts and subcontracts in accordance with company policy.
- Selects and supervises project team members; ensures that team members are assigned appropriate roles.
- Provides leadership to project team; maintains a positive environment and high morale.
- Provides senior-level technical expertise.
- Provides project management instruction to less experienced project personnel.
- Acts as primary interface with clients for assigned projects; communicates with clients on an ongoing basis; responds effectively to meets clients’ needs.

### Typical Requirements:
- B.S. or M.S. Engineering, Science, or related technical field.
- 10+ years of related experience.
- Appropriate professional registration or certification.
- Excellent verbal, written, and interpersonal communication skills.
- Excellent leadership, coaching, and problem resolution skills.
- Ability to establish high-performing project teams.
- Demonstrated ability to lead and manage multiple projects.
- Demonstrated ability to develop and maintain strong client relationships; significant experience in representing the company to clients.
- Thorough understanding of the company’s resources, capabilities, business practices, and financial model.
- Internal and external recognition as an expert in project management.
- If the job requires solo work assignments outside the office, then a valid driver’s license is required.
- Drug screen, background check, and social security # verification.
- If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
- Flexibility to work outside normal business hours as required.

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**SENIOR MANAGEMENT CONSULTANT 2**

**Overview:** Accountable for all aspects of project management; serves as primary contact with client.

**Reports to:** Office Manager

**Typical Responsibilities:**
- Responsible for all aspects of project management, including compliance with company policies, definition of scope of work, establishment of budgets and schedules, control of project
costs, compliance with schedule, timely payment for the work, and assurance of overall client satisfaction.

- Ensures project quality control activities are in place and adhered to.
- Develops, reviews, and signs proposals, reports, client contracts and subcontracts in accordance with company policy.
- Selects and supervises project team members; ensures that team members are assigned appropriate roles.
- Provides leadership to project team; maintains a positive environment and high morale.
- Provides senior-level technical expertise.
- Acts as primary interface with clients for assigned projects; communicates with clients on an ongoing basis; responds effectively to meets clients’ needs.

**Typical Requirements:**

- B.S. or M.S. Engineering, Science, or related technical field.
- 8+ years of related experience with B.S.; 6+ years with M.S.
- Appropriate professional registration or certification.
- Excellent verbal, written, and interpersonal communication skills.
- Excellent leadership, coaching, and problem resolution skills.
- Ability to establish high-performing project teams.
- Demonstrated ability to lead and manage multiple projects.
- Demonstrated ability to develop and maintain strong client relationships.
- Thorough understanding of the company’s resources, capabilities, business practices, and financial model.
- If the job requires solo work assignments outside the office, then a valid driver's license is required.
- Drug screen, background check, and social security # verification.
- If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
- Flexibility to work outside normal business hours as required.

**SENIOR MANAGEMENT CONSULTANT 3**

**Overview:**

Provides leadership, supervision, execution, and coordination of assignments and tasks to Project Managers; ensures quality administrative and financial assistance as needed.

**Reports to:**

Project Manager, Group Leader, or Office Manager.

**Typical Responsibilities:**

- Project Tracking and Control - Ensures the accuracy of financial information produced for single tasks or multiple tasks for projects including large, multi-tasked or complex projects; maximizes job profitability and minimizes financial risk.
- Contract Administration - Ensures project contractual deliverables are addressed on a timely basis; minimizes company’s risk associated with non-recoverable expenses and other risk management issues.
- Document Production and Control - Ensures production schedules are met and the presentation formats of documents meet company standards.
General Liaison/Interface - Ensures administrative correspondence produced by company for clients is a professional reflection of the company.

Personnel Direction/Management - Provides leadership, supervision, motivation, and coordination to project to ensure quality administrative and financial assistance is provided.

Typical Requirements:
- B.S. or M.S. Engineering, Science or related technical field, or Business Administration.
- 5 - 8 years of related experience
- Comprehensive knowledge of engineering and environmental services, accounting, business administration, and project management practices.
- Successful experience leading and coaching staff and exercising organizational skills.
- Excellent written, verbal, and interpersonal communication skills.
- Fully developed skills in project planning, scheduling, and estimating.
- Experience handling administrative requirements of large, multi-task projects.
- If the job requires solo work assignments outside the office, then a valid driver’s license is required.
- Drug screen, background check, and social security # verification.
- If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
- Flexibility to work outside normal business hours as required.

MANAGEMENT CONSULTANT 1

Overview: Responsible for managing tasks or coordinating projects of moderate size and complexity; makes decisions independently; receives supervision and guidance largely on overall objectives and results.

Reports to: Group Leader; assigned to projects under direction from Project Managers.

Typical Responsibilities:
- Directs and supervises technical assignments (both field and office).
- Manages specific elements of projects.
- Maintains effective client relations.
- Prepares and conducts technical review of staff, reports, correspondence, and calculations; prepares technical recommendations.
- Produces non-routine plans, reports, and specifications.
- Identifies and defines scope, technique, price, and schedule.
- Prepares, directs, and reviews cost estimates.
- Recognizes and initiates business development opportunities.
- Prepares proposals with limited supervision; assists in preparation of large-scale proposals.

Typical Requirements:
- B.S. or M.S. Engineering, Scientific Discipline, or related
technical field.
- 6 - 10 years of related experience with B.S.; 5 + years with M.S.
- Appropriate professional registration or certification.
- Demonstrated ability to solve complex problems.
- Staff management and leadership ability.
- Demonstrated maturity in judgment, initiative, and client relations.
- Strong oral and written communication skills; ability to prepare reports and proposals.
- Demonstrated project task management abilities.
- Ability and willingness to develop business from new and existing clients.
- If the job requires solo work assignments outside the office, then a valid driver's license is required.
- If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
- Flexibility to work outside normal business hours as required.

**MANAGEMENT CONSULTANT 2**

**Overview:** Performs routine field and office assignments under limited supervision and performs more complex assignments and analysis under closer supervision; directs routine field and office activities.

**Reports to:** Group Leader, assigned to projects under direction of Project Managers.

**Typical Responsibilities:**
- Independently evaluates, selects, and applies standard techniques, procedures, and criteria to perform technical tasks, field tasks, studies, and analysis with ongoing review from project team management.
- Prepares and generates routine reports and correspondence; some involvement in preparing more complex reports; writes reports.
- Reviews field reports prepared by staff specialists; provides guidance to field personnel.
- Collects data in complex field situations without supervision.
- Prepares proposals and assists in preparation of large-scale proposals.
- Calculates and manages simple, small fee, non-complex project budgets.
- Organizes field work and assigns tasks to staff specialists and technicians.
- Contacts vendors; researches literature and regulatory requirements.
- As member of a design team, or in support of more senior staff, prepares plans and specifications.

**Typical Requirements:**
- B.S. or M.S. Engineering, Scientific Discipline, or related technical field.
- 0 - 5 years of experience with B.S.; E.I.T. for engineers (preferred).
- Demonstrated professional judgment, consistency, and attention to detail; track record of quality work products.
• Experience performing independent analysis and problem solving.
• Demonstrated organizational skills.
• Strong oral and written communication skills; experience preparing reports that demonstrate technical knowledge.
• Demonstrated experience working successfully in a team environment.
• If the job requires solo work assignments outside of the office, then a valid driver’s license is required.
• If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
• Flexibility to work outside normal business hours as required.

ASSOCIATE MANAGEMENT CONSULTANT 1

Overview: Performs routine field and office assignments under limited supervision and performs more complex assignments and analysis under closer supervision; may direct routine field and office activities. (This position is for employees without a technical degree who are performing exempt-level technical duties.)

Reports to: Group Leader, assigned to projects under direction of Project Managers.

Typical Responsibilities:
• Independently evaluates, selects, and applies standard techniques, procedures, and criteria to perform technical tasks, field tasks, studies, and analysis with ongoing review from project team management.
• Prepares and generates routine reports and correspondence; some involvement in preparing more complex reports; writes reports.
• May review field reports prepared by staff specialists and provide guidance to field personnel.
• Collects data in complex field situations without supervision.
• May calculate and manage simple, small fee, non-complex project budgets.
• May organize field work and assign tasks to staff specialists and technicians.
• Contacts vendors; researches literature and regulatory requirements.
• As member of a design team, or in support of more senior staff, prepares plans and specifications.

Typical Requirements:
• High School diploma; Associates degree or non-technical Bachelor’s degree preferred.
• 5 + years of related experience.
• Technical aptitude.
• Demonstrated professional judgment, consistency, and attention to detail; track record of quality work products.
• Experience performing independent analysis and problem solving.
• Demonstrated organizational skills.
• Strong oral and written communication skills; experience preparing reports that demonstrate technical knowledge.
- Demonstrated experience working successfully in a team environment.
- If the job requires solo work assignments outside of the office, then a valid driver’s license is required.
- Drug screen, background check, and social security # verification.
- If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
- Flexibility to work outside normal business hours as required.

ASSOCIATE MANAGEMENT CONSULTANT 2

Overview: Performs routine, well-defined field and office assignments; receives detailed instructions on objectives, complex features and possible solutions; receives close supervision and review of work. With experience, may be assigned some tasks with minimal supervision. (This position is for employees without a technical degree who are performing exempt-level technical duties.)

Reports to: Group Leader; assigned to projects under direction of Project Managers.

Typical Responsibilities:
- Performs field exploration, inspection, analysis; provides technical support with supervision.
- Acts as a data gatherer; prepares maps, charts; runs simple computer programs.
- Performs field testing; uses equipment and instrumentation.
- Interprets data and test results; with experience, may write complete reports.
- Prepares field reports, internal correspondence, sections of formal reports.
- May be assigned field construction responsibilities.
- With experience, may supervise subcontractors and/or company employees.
- Follows company safety standards, site safety standards, and provides all required permitting.
- Contacts vendors; researches literature and regulatory requirements; prepares draft designs.
- Conducts engineering or scientific calculations; coordinates geometry; performs minimal design work, preliminary analysis, and layout.
- Performs routine calculations.

Typical Requirements:
- High School diploma; Associates degree or non-technical Bachelor’s degree preferred.
- 3 - 6 years of related experience.
- Technical aptitude.
- Skilled at basic or standard field procedures and techniques.
- If the job requires solo work assignments outside the office, then a valid driver’s license is required.
- Drug screen, background check, and social security # verification.
- If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
ASSOCIATE MANAGEMENT CONSULTANT 3

Overview: Performs routine, well-defined field and office assignments; receives detailed instructions on objectives, complex features and possible solutions; receives close supervision and review of work. (This position is for employees without a technical degree who are performing exempt-level technical duties.)

Reports to: Group Leader; assigned to projects under direction of Project Managers.

Typical Responsibilities:
- Performs field exploration, inspection, analysis; provides technical support with supervision.
- Acts as a data gatherer; prepares maps, charts; runs simple computer programs.
- Performs field testing; uses equipment and instrumentation.
- Interprets data and test results; with experience, may write complete reports.
- Prepares field reports, internal correspondence, sections of formal reports.
- May be assigned field construction responsibilities.
- With experience, may supervise subcontractors and/or company employees.
- Follows company safety standards, site safety standards, and provides all required permitting.
- Contacts vendors; researches literature and regulatory requirements; prepares draft designs.
- Conducts engineering or scientific calculations; coordinates geometry; performs minimal design work, preliminary analysis, and layout.
- Performs routine calculations.

Typical Requirements:
- High School Diploma; Associates degree or non-technical Bachelor’s degree preferred.
- 0 - 5 years of related experience.
- Technical aptitude.
- If the job requires solo work assignments outside the office, then a valid driver’s license is required.
- Drug screen, background check, and social security # verification.
- If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
- Flexibility to work outside normal business hours as required.

ADMINISTRATIVE SUPPORT 1

Overview: Provides administrative support duties requiring experience, initiative, independent follow-up, and coordination.

Reports to: Group Leader or Office Manager.

Typical Responsibilities:
- Accountable for optimizing supervisor’s time by handling
administrative details through the follow-up of business arrangements and correspondence, the transmittal of interoffice information, and the maintenance of control over office functions and projects.

- Types information into proper letter, memorandum, and record format, ensuring accuracy of punctuation and grammar.
- Opens and routes correspondence and screens telephone calls; prepares routine correspondence on own initiative; uses judgment to determine matters requiring prompt attention.
- Sets up systems for maintaining files and records.
- Communicates with executive, administrative, and management personnel to gather/convey information pertaining to supervisor's office.
- Assists in planning special projects, seminars, and events.
- Arranges meetings; schedules appointments for supervisor.
- May perform a variety of accounting-related duties, and may be responsible for specific accounting functions, such as accounts receivable or accounts payable.
- May perform a variety of project administration duties, including spreadsheet maintenance, preparation of contract forms for approval, distribution of contract and subcontract documents, quality control for documents and reports, and production of reports.

**Typical Requirements:**

- High School Diploma.
- 5+ years of related experience.
- Strong oral and written communication skills.
- Experience with client relations.
- Ability to operate office equipment and applicable computer software applications.
- Ability to analyze data for the preparation of studies and reports.
- Knowledge of company policies, practices, organizational structure, and office procedures.
- Typing speed of 50+ WPM may be required.
- Ability to create and edit intermediate-level spreadsheets.
- Ability to create filing systems and procedures.
- Knowledge of applicable accounting terms/procedures may be required; ability to interpret financial reports.
- If the job requires solo work assignments outside the office, then a valid driver's license is required.
- Drug screen, background check, and social security # verification.
- Flexibility to work outside normal business hours as required.

**ADMINISTRATIVE SUPPORT 2**

**Overview:** Provides administrative support duties under general supervision; requires the full knowledge of, and ability to interpret, established procedures.

**Reports to:** Group Leader or Group Supervisor.

**Typical Responsibilities:**

- Receives and distributes mail; routes documents.
• Maintains files and records for projects, invoices, correspondence, etc.
• Provides telephone support to individuals and/or groups; screens calls and answers inquiries about routine operating matters; may provide support for office switchboard as needed.
• Compiles data used in preparing reports.
• Operates office equipment and basic software applications to produce typewritten material, drawings, graphs, etc.
• Enters information into computer databases; performs searches; runs reports.
• Arranges meetings; may make travel arrangements.
• Transcribes a variety of dictation into proper letter, memorandum, and record format; ensuring correct punctuation and grammar.
• May perform a variety of accounting-related clerical duties; checks records, prepares invoices and vouchers, posts records such as accounts receivable and accounts payable.
• Researches and resolves routine problems.

Typical Requirements:
• High School Diploma.
• 3 - 6 years of related experience.
• Strong oral and written communication skills.
• Ability to operate basic office equipment and basic computer software applications.
• Ability to analyze basic data for the preparation of studies and reports.
• Knowledge of company policies, practices, organizational structure, and office procedures.
• Typing speed of 50+ WPM may be required.
• Knowledge of basic telephone procedures and practices
• Knowledge of fundamental filing systems and procedures.
• Basic knowledge of accounting terms/procedures may be required.
• If the job requires solo work assignments outside the office, then a valid driver's license is required.
• Drug screen, background check, and social security # verification.
• Flexibility to work outside normal business hours as required.

ADMINISTRATIVE SUPPORT 3

Overview: Provides administrative support duties under direct supervision.

Reports to: Group Leader or Group Supervisor.

Typical Responsibilities:
• Receives and distributes mail; routes documents.
• Maintains files and records for projects, invoices, correspondence, etc.
• Provides telephone support to individuals and/or groups; may provide support for office switchboard as needed.
• Compiles data used in preparing reports.
• Operates office equipment and basic software applications to produce typewritten material, drawings, graphs, etc.
• Enters information into computer databases; performs
Typical Responsibilities:
- Receives and distributes mail; routes documents.
- Maintains files and records for projects, invoices, correspondence, etc.
- Provides telephone support to individuals and/or groups; may provide support for office switchboard as needed.
- Compiles data used in preparing reports.
- Operates office equipment and basic software applications to produce typewritten material, drawings, graphs, etc.
- Enters information into computer databases; performs searches; runs reports.
- May perform a variety of accounting-related clerical duties; checks records, prepares invoices and vouchers, posts records such as accounts receivable and accounts payable.

Typical Requirements:
- High School Diploma.
- 0 - 5 years of related experience.
- Strong oral and written communication skills.
- Ability to operate basic office equipment and basic computer software applications.
- Typing speed of 40+ WPM may be required.
- Knowledge of basic telephone procedures and practices.
- Knowledge of fundamental filing systems and procedures.
- Basic knowledge of accounting terms/procedures may be required.
- If the job requires solo work assignments outside the office, then a valid driver’s license is required.
- Drug screen, background check, and social security # verification.
- Flexibility to work outside normal business hours as required.
**Job Title:** Technician Aide

**Functional Responsibility:**
Assist in conducting tests and investigations in the field or laboratory to obtain data for use by environmental, engineering and scientific personnel in determining environmental, engineering or physical properties of soil, bedrock, construction materials, air and aquatic ecosystems.

**Experience:** Minimum 8 months applicable experience

**Education:** High school diploma

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**Job Title:** Technician 1

**Functional Responsibility:**
Conduct tests and investigations in the field or laboratory to obtain data for use by environmental, engineering and scientific personnel in determining environmental, engineering or physical properties of soil, bedrock, construction materials, air and aquatic ecosystems. Conduct quantitative and qualitative analyses to determine chemical and physical properties of experimental and developmental materials. Perform laboratory and field tests according to prescribed procedures, processes and standards.

**Experience:** Minimum 1 year

**Education:** Technical diploma

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**Job Title:** Technician 2

**Functional Responsibility:**
Conduct tests and investigations in the field or laboratory to obtain data for use by environmental, engineering and scientific personnel in determining environmental, engineering or physical properties of soil, bedrock, construction materials, air and aquatic ecosystems. Perform laboratory and field tests according to prescribed procedures, processes and standards.

**Experience:** Minimum 2 years

**Education:** Technical diploma

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**Job Title:** Technician 3

**Functional Responsibility:**
Conducts tests and investigations in the field or laboratory to obtain data for use by environmental, engineering and scientific personnel in determining engineering, environmental, or physical properties of soil, bedrock, construction materials, air and aquatic ecosystems. Provide some training in basic methods and procedures to lower level technical personnel.

**Experience:** Minimum 6 years

**Education:** Technical diploma

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**Job Title:** Technician 4
**Functional Responsibility:**
Conducts tests and investigations in the field or laboratory to obtain data for use by environmental, engineering and scientific personnel in determining engineering, environmental, or physical properties of soil, bedrock, construction materials, air and aquatic ecosystems. Conducts quantitative and qualitative analyses to determine chemical and physical properties of experimental and developmental materials. Perform laboratory and field tests according to prescribed procedures, processes and standards. Collect air, water or soil samples prepare samples for testing, record data, and prepare summary reports.

**Experience:**  
Minimum 10 years

**Education:**  
Technical diploma

**Job Title:**  
General Clerk / Receptionist

**Functional Responsibility:**
Provides general clerical and administrative support.

**Experience:**  
Enter level position

**Education:**  
High school diploma

**Job Title:**  
Administrative Assistant 1

**Functional Responsibility:**
Provides clerical and administrative support to a group of management/professional employees

**Experience:**  
Minimum 1 year

**Education:**  
High school diploma and some formal secretarial or business training

**Job Title:**  
Administrative Assistant 2

**Functional Responsibility:**
Provides high-level clerical and administrative support to a group of senior management / professional employees. Provides work direction to lower level clerical employees. Conduct new employee orientation.

**Experience:**  
Minimum 2 years

**Education:**  
High school diploma. Formal secretarial or business training

**Job Title:**  
Administrative Coordinator

**Functional Responsibility:**
Performs diversified and complex administrative duties, provides administrative support for senior executive or large business unit; prepares reports to governmental / external agencies regarding financial matters; may be responsible for independently overseeing the administration of programs.

**Experience:**  
Minimum 7 years

**Education:**  
High school diploma. Formal secretarial or business training
Job Title: Word Processor 1

**Functional Responsibility:**
Performs clerical and administrative support to a group of management / professional employees and to manage the administrative aspects of one or more functions.

**Experience:** Minimum 1 year

**Education:** High school diploma. Some formal training in word processing and or secretarial skills

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Job Title: Word Processor 2

**Functional Responsibility:**
Provides high-level clerical and administrative support to a group of senior management / professional employees and to manage the administrative aspects of one or more functions.

**Experience:** Minimum 2 years

**Education:** High school diploma. Some formal training in word processing and or secretarial skills

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Job Title: Project Administrator 1

**Functional Responsibility:**
Provides office administrative support including document control, formatting and editing technical reports, maintaining files and inventory, collections (accounts receivable), and assisting in procurement and purchase of office supplies.

**Experience:** Minimum 2 years

**Education:** High school diploma. Some formal business training

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Job Title: Project Administrator 2

**Functional Responsibility:**
Provides high-level clerical and administrative support to office professional and management personnel and to manage the administrative aspects of one or more functions.

**Experience:** Minimum 4 years

**Education:** High school diploma. College level coursework in business preferred. Some formal business training

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Job Title: Scientist Specialist 1

**Functional Responsibility:**
Under close, direct supervision, to provide data analysis and report preparation in one or more of the physical sciences and to enhance knowledge of assigned subject matter and other aspects of scientific study and consulting practice.
Experience: Entry level position

Education: BS/BA in one of the physical or natural sciences

Job Title: Scientist Specialist 2

Functional Responsibility: Assignments of limited scope and complexity related to a scientific type discipline. Work supervised in detail. May give guidance to junior professionals or technician staff.

Experience: Minimum 2 years in a scientific / specialist position

Education: BS/BA in one of the physical or natural sciences

Job Title: Scientist Specialist 3

Functional Responsibility: Provides technical expertise to moderately complex projects related to a scientific type discipline. Works under general supervision. Provides work direction to junior professional or technician staff.

Experience: Minimum 4 years in increasingly complex scientist / specialist positions

Education: BS/BA in one of the physical or natural sciences

Job Title: Scientist Specialist 4

Functional Responsibility: Provides technical expertise to moderately complex projects related to a scientific type discipline. Works under general supervision. Provides work direction to junior professional or technician staff.

Experience: Minimum 6 years in increasingly complex scientist / specialist positions

Education: BS/BA in one of the physical or natural sciences

Job Title: Scientist Specialist 5

Functional Responsibility: Fully qualified as a consultant in all conventional aspects of a scientific discipline. Recognized by immediate and senior management as a technical resource.

Experience: Minimum 8 years in increasingly complex scientist / specialist positions

Education: BS/BA in one of the physical or natural sciences

Job Title: Scientist Specialist 6

Functional Responsibility: Full specialization in complex scientific applications. Performs analyses for highly complex technical projects and provides reviews for projects within area of expertise. Would have industry recognition. Participates in highest levels of projects and seen by management as part of strategic growth plan.
**Experience:** Minimum 10 years in increasingly complex scientist / specialist positions

**Education:** BS/BA in one of the physical or natural sciences

**Job Title:** Engineer 1

**Functional Responsibility:**
Solves problems of a routine nature within clearly defined procedures. Works under close, direct supervision.

**Experience:** Entry level position

**Education:** BS in engineering

**Job Title:** Engineer 2

**Functional Responsibility:**
Assignments of limited scope and complexity related to an engineering type discipline. Work supervised in detail. May give guidance to junior professionals or technician staff.

**Experience:** Minimum 2 years

**Education:** BS in engineering

**Job Title:** Engineer 3

**Functional Responsibility:**
Provides technical expertise to moderately complex projects related to an engineering type discipline. Works under general supervision. Provides work direction to junior professional or technician staff.

**Experience:** Minimum 4 years

**Education:** BS in engineering

**Job Title:** Engineer 4

**Functional Responsibility:**
Provides technical expertise to moderately complex projects related to an engineering type discipline. Works under general supervision. Provides work direction to junior professional or technician staff.

**Experience:** Minimum 6 years

**Education:** BS in engineering

**Job Title:** Engineer 5

**Functional Responsibility:**
Fully qualified as a consultant in all conventional aspects of an engineering discipline. Recognized by immediate and senior management as a technical resource.

**Experience:** Minimum 8 years
**Education:** BS in engineering

**Job Title:** Technical Specialist 1

**Functional Responsibility:**
Full specialization in complex scientific or engineering applications. A leader in a given office and perhaps in a given region in a technical discipline. Would have industry recognition. Participates in highest levels of projects and is seen by management as part of strategic growth plan.

**Experience:** Minimum 10 years

**Education:** Bachelor’s degree in an engineering or scientific field

**Job Title:** Technical Specialist 2

**Functional Responsibility:**
May supervise and manage large groups of staff; or exercise authority over a small group of highly professional personnel engage in complex technical applications. Authority for large consulting projects. In addition to specialization, generally directs highly qualified professionals engage in complex scientific or engineering applications.

**Experience:** Minimum 15 years

**Education:** Bachelor’s degree in an engineering or scientific field

**Job Title:** Project Manager 1

**Functional Responsibility:**
Fully qualified as a consultant in all conventional aspects of their discipline. Responsible and accountable for all aspects of project management, including compliance with company policies, establishment of budget and schedules, control of project costs, provides leadership to project team, and assurance of overall client satisfaction. Recognized by immediate and senior management as a technical resource.

**Experience:** Minimum 8 years

**Education:** Bachelor’s degree in an engineering or scientific field

**Job Title:** Project Manager 2

**Functional Responsibility:**
Full specialization in complex scientific or engineering applications. Responsible and accountable for all aspects of project management, provides senior review and direction on technical projects, ensures financial and non financial targets are met, supervises project team members, and identification and development of new business opportunities. Would have industry recognition. Participates in highest levels of projects and is seen by management as part of strategic growth plan.

**Experience:** Minimum 10 years

**Education:** Bachelor’s degree in an engineering or scientific field
**Job Title:** Program Manager  

**Functional Responsibility:**  
May supervise and manage large groups of staff; or exercise authority over a small group of highly professional personnel engage in complex technical applications. Authority for large consulting projects. In addition to specialization, generally directs highly qualified professionals engage in complex scientific or engineering applications.  

**Experience:** Minimum 15 years  

**Education:** Bachelor’s degree in an engineering or scientific field

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**Job Title:** Line 1 / Branch Manager  

**Functional Responsibility:**  
Fully qualified as a consultant in all conventional aspects of their discipline. Provides leadership in technical, business development, financial, and administrative aspects of the consulting business. Provides senior level review and direction on projects, coordination with other business units in related operations, develops strategic plan and financial budget for group, manages the financial aspects with monthly and quarterly business metric reporting, and holds profit and losses responsibility. Recognized by immediate and senior management as a technical resource.  

**Experience:** Minimum 8 years  

**Education:** Bachelor’s degree in an engineering or scientific field

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**Job Title:** Line 2 / Office Manager  

**Functional Responsibility:**  
Maintains office services by organizing office operations and procedures; preparing payroll and controlling correspondence. Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments. Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends. Involved in project management and review of projects ensuring personnel resources are available and projects are managed properly. Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.  

**Experience:** Minimum 10 years  

**Education:** Bachelor’s degree in an engineering or scientific field

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**Job Title:** General Manager 1  

**Functional Responsibility:**  
Have many of the same roles and responsibilities of the Office Manager, but has demonstrated internal and external leadership in key, company-wide initiatives or multi-office client pursuits.  

**Experience:** Minimum 15 years  

**Education:** Bachelor’s degree in an engineering or scientific field