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

**MULTIPLE AWARD SCHEDULE:** Multiple Award Schedule (MAS)

**FSC GROUP:** Professional Services

**PRODUCT SERVICE CODES:** F999, R499, R425

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

**SUPPLEMENT NO.:** Price List Current as of Modification #PS-0034 effective April 8, 2021

**CONTRACT PERIOD:** September 18, 2015 – September 17, 2025

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

**CONTRACTOR ADDRESS:** Wood Environment & Infrastructure Solutions, Inc.
751 Arbor Way, Suite 180
Blue Bell, PA 19422
www.woodplc.com

**CONTRACT MANAGER:** Cuong Vu
Address: Wood Environment & Infrastructure Solutions, Inc.
751 Arbor Way, Suite 180
Blue Bell, PA 19422
Telephone: (610) 828-8100
Direct: (610) 877-6021
Fax: (610) 828-6700
Email: cuong.vu@woodplc.com

**CONTRACT ADMINISTRATOR:** Jessica Marzano
Address: Wood Environment & Infrastructure Solutions, Inc.
751 Arbor Way, Suite 180
Blue Bell, PA 19422
Telephone: (610) 828-8100
Direct: (610) 877-6109
Fax: (610) 828-6700
Email: jessica.marzano@woodplc.com

**PROGRAM MANAGER:** Peter Baker
Address: Wood Environment & Infrastructure Solutions, Inc.
511 Congress Street, Suite 200
Portland, ME 04101
Wood Environment & Infrastructure Solutions, Inc. 2 of 38 GS-00F-314 CA

Telephone: (207) 775-5401
Direct: (207) 828-3692
Fax: (207) 772-4762
Email: peter.baker@woodplc.com

BUSINESS SIZE:
Other than Small
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”.

ABOUT WOOD:

Wood (www.woodplc.com) is a global leader in the delivery of project, engineering and technical services in energy, industry, and the built environment. Wood operates in more than 60 countries, employing around 60,000 people, with revenues of around $11 billion. Wood provides performance-driven solutions throughout the asset life cycle, from concept to decommissioning across a broad range of industrial markets, including the upstream, midstream and downstream oil & gas; power & process; environment and infrastructure; clean energy; mining; nuclear and general industrial sectors.

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541330ENG</td>
<td>541330ENG-RC</td>
<td>Engineering Services</td>
</tr>
<tr>
<td>541370GIS</td>
<td>541370GIS-RC</td>
<td>Geographic Information Systems (GIS) Services</td>
</tr>
<tr>
<td>541380</td>
<td>541380-RC</td>
<td>Testing Laboratory Services</td>
</tr>
<tr>
<td>541420</td>
<td>541420-RC</td>
<td>Engineering System Design and Integration Services</td>
</tr>
<tr>
<td>541611</td>
<td>541611-RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541620</td>
<td>541620-RC</td>
<td>Environmental Consulting Services</td>
</tr>
<tr>
<td>541715</td>
<td>541715-RC</td>
<td>Engineering Research and Development and Strategic Planning</td>
</tr>
<tr>
<td>562910REM</td>
<td>562910REM-RC</td>
<td>Environmental Remediation Services</td>
</tr>
<tr>
<td>611430</td>
<td>611430-RC</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>OLM</td>
<td>OLM-RC</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</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 9 – 38.

2. MAXIMUM ORDER*: 541330ENG: $1,000,000.00, 541370GIS: $1,000,000.00, 541380: $250,000, 541420: $1,000,000.00, 541611: $1,000,000.00, 541620: $1,000,000.00, 541715: $1,000,000.00, 562910REM: $1,000,000.00, 611430: $1,000,000.00, OLM: $250,000

*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 Contract Administrator 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:** Within 30 days of receipt and acceptance of a proper invoice. Information for Ordering Offices: Prompt payment terms can not be negotiated out of the contractual agreement in exchange for other concessions.

9. **FOREIGN ITEMS:** None

10a. **TIME OF DELIVERY:** To Be Determined at the Task Order Level

10b. **EXPEDITED DELIVERY:** Contact Contract Administrator

10c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact Contract Administrator

10d. **URGENT REQUIREMENTS:** Contact Contract Administrator

11. **F.O.B. POINT:** Destination

12a. **ORDERING ADDRESS:** Same as Contractor’s address

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

13. **PAYMENT ADDRESS:**

Wood Environment & Infrastructure Solutions, Inc.
P.O. Box 74008618
Chicago, IL 60674-8618

14. **WARRANTY PROVISION:** N/A

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

16. Terms and conditions of rental, maintenance, and repair (if applicable)

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 AVAILABLE):** 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. Section 508 Compliance for EIT: N/A

23. UNIQUE ENTITY IDENTIFIER (UEI): 038086125

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

LIST OF AWARDED SPECIAL ITEM NUMBERS (SINS)

541330 ENG ENGINEERING SERVICES:
Services include: applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.

NOTE: Services under this SIN can not include architect-engineer services as defined in the Brooks Act and FAR Part 2, or construction services as defined in FAR Parts 2 and 36.

541370 GIS GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES:
Geographic Information Services (GIS) provided in support of environmental program include: cultural resource GIS (CRGIS); 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 to include aerial mapping); 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 scope shall NOT include surveying and mapping services as set forth in FAR Part 36, and defined under the Brooks Act of 1972 (Public Law 92-582, 40 U.S. 1102 et seq.).

541380 TESTING LABORATORY SERVICES:
Includes testing laboratory services and veterinary, natural, and life sciences; testing services and laboratories; and other professional, scientific, and technical consulting services. Testing and services include, but are not limited to: physical, chemical, analytical, or other testing services; quality assurance; fire safety inspections; training; safety audits; relying upon experimental, empirical, quantifiable data, relying on the scientific method, and professional services, tasks, and labor categories in the fields of biology, chemistry, physics, earth sciences, atmospheric science, oceanography, materials sciences, mathematics, geology, astronomy, veterinary medicine, statistics, systems science, etc., (excludes social and behavioral sciences). Examples of labor categories include, but are not limited to, Scientific Researchers, Biologists, Physicists, Mathematicians, Statisticians, Research Engineers, Meteorologists, Lab Technicians, Veterinarians and Veterinary Services, Chemists, Biochemical Engineers, Research Nurses.

541420 ENGINEERING SYSTEM DESIGN AND INTEGRATION SERVICES:
Services include creating and developing designs and specifications that optimize the use, value, and appearance of their products. These services can include determination of the materials, construction, mechanisms, shape, color, and surface finishes of the product, taking into consideration human characteristics and needs, safety, market appeal, and efficiency in production, distribution, use, and maintenance.

Associated tasks include, but are not limited to computer-aided design, e.g. CADD, 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, consulting, analysis of single or multi spacecraft missions and mission design analysis.

NOTE: Services under this NAICs can not include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

541611 MANAGEMENT AND FINANCIAL CONSULTING, ACQUISITION AND GRANTS MANAGEMENT SUPPORT, AND BUSINESS PROGRAM AND PROJECT MANAGEMENT SERVICES:

Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.

Personal services as defined in FAR 37.104 are prohibited.

541620 ENVIRONMENTAL CONSULTING SERVICES:

Services include providing advice and assistance to businesses and other organizations on environmental issues, such as the control of environmental contamination from pollutants, toxic substances, and hazardous materials; Endangered species, wetland, watershed, and other natural resource management plans; Archeological and/or cultural resource management plans. This includes identifying problems (e.g., inspect buildings for hazardous materials), measure and evaluate risks, and recommend solutions. multi-disciplined staff of scientists, engineers, and other technicians with expertise in areas, such as air and water quality, asbestos contamination, remediation, ecological restoration, and environmental law such as Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13693 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).

541715 ENGINEERING RESEARCH AND DEVELOPMENT AND STRATEGIC PLANNING:

Service include conducting research and experimental development (except nanotechnology and biotechnology research and experimental development) in the physical, engineering and life sciences such as; such as agriculture, electronics, environmental, biology, botany, computers, chemistry, food,
fisheries, forests, geology, health, mathematics, medicine, oceanography, pharmacy, physics, veterinary and other allied subjects.

Requirements and responsibilities include, but are not limited to, 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; requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to professional engineering services; 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.

NOTE: Services under this NAICs can not include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

562910REM ENVIRONMENTAL REMEDIATION SERVICES:

Remediation services include site preparation, characterization, field investigation, conservation and closures, emergency response cleanup (ERC), underground storage tank/above-ground storage tank (UST/AST) removal, air monitoring, soil vapor extraction, stabilization/solidification, bio-venting, carbon absorption, containment, monitoring and/or reduction of hazardous waste sites, unexploded ordnance removal, and remediation-related laboratory testing (e.g., biological, chemical, physical, pollution and soil testing). Reclamation services include: creating new land from sea or riverbeds, wetland restoration, and restoring areas to a more natural state (e.g., after pollution, desertification, or salinization have made it unusable).

NOTE: Services offered under this scope shall not include any remediation/transportation/disposal of radioactive waste, asbestos and/or paint abatement, radon mitigation, or construction and architect-engineer services as set forth in FAR Part 36 (including construction, alteration or repair of buildings, structures, or other real property). This SIN does not include Davis-Bacon work as defined in Federal Acquisition Regulation Subpart 22.4. Ordering agencies must ensure the work being required is not covered by the Davis-Bacon Act.

611430 PROFESSIONAL AND MANAGEMENT DEVELOPMENT TRAINING:

Services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods.

Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; Environmental Training Services in order to meet Federal mandates and Executive Orders; training of agency personnel to deal with media and media responses; Logistics Training Services related to system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities; Audit & Financial training services related to course development and instruction required to support audit, review, financial assessment and financial management activities.

Any firm offering Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification in Contracting (FAC-C) Training for Acquisition Workforce Personnel will include an identify only DAWIA and FAC-C courses that have been deemed DAU equivalent or approved by the Federal
Acquisition Institute (FAI).

NOTE: In accordance with OMB Policy Letter 05-01, civilian agencies must follow the course equivalency determinations accepted by the Defense Acquisition University (DAU) to ensure that core training is comparable across the workforce and qualifies for certification. When procuring FAC-C and DAWIA training for the audience identified below, the task order level Contracting Officer shall confirm that the courses being acquired are listed on one of the following websites: https://www.fai.gov/drupal/certification/verified-contracting-course-vendor-listing OR http://icatalog.dau.mil/appg.aspx (click on commercial vendors). Training Audience-Acquisition professionals interested in completing FAC-C or DAWIA

OLM ORDER-LEVEL MATERIALS (OLM):

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:
OLMs are:
- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:
- "Open Market Items."
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:
- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.

DESCRIPTION OF LABOR CATEGORY TITLES AND RATES

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>541330ENG, 541715, 541420,</td>
<td>Chief Engineer/Scientist</td>
<td>$168.00</td>
</tr>
</tbody>
</table>

Wood Environment
& Infrastructure Solutions, Inc. 7 of 38 GS-00F-314CA
<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>Labor Categories</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
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<td>09/2021</td>
<td>09/2022</td>
<td>09/2023</td>
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Service Contract Labor Standards (SCLS): Service Contract Labor Standards is applicable to this contract and it includes SCLS applicable labor categories. The prices for the cited SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices offered are in line with the geographic scope of the contract (i.e. nationwide).

**CHIEF ENGINEER / SCIENTIST (541330ENG, 541715, 541420, 541380):**
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. Requirements and 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. 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. 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 (541330ENG, 541715, 541420, 541380):**
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. Requirements and 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.

**PRINCIPAL/PROJECT MANAGER (541330ENG, 541715, 541420, 541380):**
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 document in accordance with Company Policies. Requires a B.S. in engineering, 1 year as a Wood 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 (541330ENG, 541715, 541420, 541380):**
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. 4 - 10 years of experience.

**PROJECT ENGINEER (541330ENG, 541715, 541420, 541380):**
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; EIT or GIT and a minimum of 3 years of experience.

**STAFF ENGINEER II (541330ENG, 541715, 541420, 541380):**
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. 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 (541330ENG, 541715, 541420, 541380):**
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. Requirements and 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. 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 (541330ENG, 541715, 541420, 541380):**
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. Requirements and 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. 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 (541330ENG, 541715, 541420, 541380):**
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. Requires high school diploma and 10 or more years of experience. Certifications include ACI Level II, NICET Level IV, NDT Level II or III and AWS CWI.

**TECHNICIAN II (541330ENG, 541715, 541420, 541380):**
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.) Requirements and responsibilities include: 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 minimal design work, preliminary analysis, and layout. Performs routine calculations. Requirements and responsibilities include: 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 (541330ENG, 541715, 541420, 541380):
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 requiring high school diploma and 0-2 years experience. Certifications include ACI Grade I and NICET Level I or NDT Level

CADD/DRAFTSPERSON II (541330ENG, 541715, 541420, 541380):
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. Requires NICET Part A Certification; demonstrated project set up skills and familiarity with standard industry practices. May supervise CAD operators. Also, requires 10 years experience for non-degree or Associate’s degree individuals or a minimum of 4 years of experience for degree individuals.

CADD/DRAFTSPERSON I (541330ENG, 541715, 541420, 541380):
Under general supervision, prepares drawings and other reports documents using a personal computer with standard CAD software. Maintains diagrams and project documentation. Requires high school diploma, technical or College training and 3-5 years of experience.

TECHNICAL WRITER (541330ENG, 541715, 541420, 541380):
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 (541330ENG, 541715, 541420, 541380):
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 (541330ENG, 541715, 541420, 541380):
Provides administrative support duties under general supervision; requires the full knowledge of, and ability to interpret, established procedures. Requirements and responsibilities include: Receives and distributes mail; routes documents. Maintains files and records for projects, invoices, correspondence, etc. Provides telephone support to individuals and/or groups; screen 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. Requirements and responsibilities include, 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 (541330ENG, 541715, 541420, 541380):
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, requires a high school diploma, 2 years of college or secretarial certification and a minimum of 6 years of related experience.

EXECUTIVE MANAGEMENT CONSULTANT (541611):
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.

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.

Requirements:
- B.S. or M.S. Engineering, Scientific Discipline, or related
technical field.
- 15+ years of experience.
- 5+ years at gov't. 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 (541611):**

**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.

**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.

**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.
### 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.

### PRINCIPAL MANAGEMENT CONSULTANT 2 (541611):

**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.

**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.

**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 (541611):

Reports to: Group Leader or Office Manager.

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.

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 (541611):**

**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

**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.

**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.

SENIOR MANAGEMENT CONSULTANT 2 (541611):

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

Reports to: Office Manager

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.

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 (541611):

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.

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.

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 (541611):

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.

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.

**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 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 (541611):**

**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.

**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.
- Review 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.

**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 (541611):**

**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.

**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.

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 (541611):

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.

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.

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.
• Flexibility to work outside normal business hours as required.

ASSOCIATE MANAGEMENT CONSULTANT 3 (541611):

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.

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.

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 (541611):**

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

**Reports to:**
Group Leader or Office Manager.

**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.

**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.
ADMINISTRATIVE SUPPORT 2 (541611):

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.

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.

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 (541611):

Wood Environment & Infrastructure Solutions, Inc. 28 of 38 GS-00F-314CA
Overview: Provides administrative support duties under direct supervision.

Reports to: Group Leader or Group Supervisor.

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.

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.

CLERICAL SUPPORT (541611):

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.
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.

Technician Aide (541620, 611430, 541370GIS, 562910REM):  

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

Technician 1 (541620, 611430, 541370GIS, 562910REM):  

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

Technician 2 (541620, 611430, 541370GIS, 562910REM):  

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

Technician 3 (541620, 611430, 541370GIS, 562910REM):  

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

**Technician 4 (541620, 611430, 541370GIS, 562910REM):**

**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

**General Clerk / Receptionist (541620, 611430, 541370GIS, 562910REM):**

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

**Experience:** Entry level position

**Education:** High school diploma

**Administrative Assistant 1 (541620, 611430, 541370GIS, 562910REM):**

**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

**Administrative Assistant 2 (541620, 611430, 541370GIS, 562910REM):**

**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

**Administrative Coordinator (541620, 611430, 541370GIS, 562910REM):**
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

Word Processor 1 (541620, 611430, 541370GIS, 562910REM):

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

Word Processor 2 (541620, 611430, 541370GIS, 562910REM):

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

Project Administrator 1 (541620, 611430, 541370GIS, 562910REM):

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

Project Administrator 2 (541620, 611430, 541370GIS, 562910REM):

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
Scientist Specialist 1 (541620, 611430, 541370GIS, 562910REM):

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 0-2 years
Education: BS/BA in one of the physical or natural sciences

Scientist Specialist 2 (541620, 611430, 541370GIS, 562910REM):

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

Scientist Specialist 3 (541620, 611430, 541370GIS, 562910REM):

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

Scientist Specialist 4 (541620, 611430, 541370GIS, 562910REM):

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

Scientist Specialist 5 (541620, 611430, 541370GIS, 562910REM):

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
Scientist Specialist 6 (541620, 611430, 541370GIS, 562910REM):

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

Engineer 1 (541620, 611430, 541370GIS, 562910REM):

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

Experience: Entry level position 0-2 years

Education: BS in engineering

Engineer 2 (541620, 611430, 541370GIS, 562910REM):

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

Engineer 3 (541620, 611430, 541370GIS, 562910REM):

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

Engineer 4 (541620, 611430, 541370GIS, 562910REM):

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

**Engineer 5 (541620, 611430, 541370GIS, 562910REM):**

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

**Technical Specialist 1 (541620, 611430, 541370GIS, 562910REM):**

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

**Technical Specialist 2 (541620, 611430, 541370GIS, 562910REM):**

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

**Project Manager 1 (541620, 611430, 541370GIS, 562910REM):**

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

**Project Manager 2 (541620, 611430, 541370GIS, 562910REM):**

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

**Program Manager (541620, 611430, 541370GIS, 562910REM):**

**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

**Line 1 / Branch Manager (541620, 611430, 541370GIS, 562910REM):**

**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

**Line 2 / Office Manager (541620, 611430, 541370GIS, 562910REM):**

**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

**General Manager 1 (541620, 611430, 541370GIS, 562910REM):**
**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