



U.S. General Services Administration

Witt O'Brien's, LLC



GENERAL SERVICES ADMINISTRATION
Federal Supply 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 are available through GSA Advantage! a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov.

Schedule Title:

**Total Solutions for Law Enforcement, Security, Facilities,
Management, Fire, Rescue, Clothing, Marine Craft and
Emergency/Disaster Response – Marine Craft and Equipment**

Federal Supply Group: 84

Contract No.: GS-07F-0362V

Contract Period: June 15, 2009 through June 14, 2019

Business Size: Other than Small Business

WITT | O'BRIEN'S

Witt O'Brien's, LLC

1501 M Street, NW, 5th Floor
Washington, DC 20005

Phone: (202) 585-0780

contractrequests@wittobriens.com

www.wittobriens.com

Prices Shown Herein are Net (Discount Deducted)
For more information on ordering from Federal Supply Schedules,
go to gsa.gov/schedules

Updated through Contract Modification No. PA-0016, May 28 2015



CUSTOMER INFORMATION

1a. Awarded Special Item Number(s): SIN 426-4F, 426 4FRC, 426 4FSTLOC Emergency Preparedness and First Responder Equipment, Training and Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:
Administrative Assistant (Debris): \$24.43per hour.

2. Maximum Order: \$200,000.

3. Minimum Order: \$24.43 (1 hour of lowest priced category)

4. Geographic Coverage (Delivery Area): Domestic & Overseas (Worldwide).

5. Point(s) of production (city, county, and State or foreign country): Washington, DC, Houston, TX, Brea, CA, Ft. Lauderdale, FL, Little Rock, AR, Slidell, LA, Plainsboro, NJ, Bellingham, WA and Anchorage, AK

6. Discount from list prices or statement of net price: Prices shown herein are GSA net prices.

7. Quantity discounts: 1% for orders over \$150,000

8. Prompt payment terms: 1% 20; Net 30 days.

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

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

10. Foreign items (list items by country of origin):
N/A

11a. Time of Delivery: 72 hours ARO

11b. Expedited Delivery: 24 hours ARO

11c. Overnight and 2-day delivery: Contact the Contractor for rates for overnight and 2-day delivery.

11d. Urgent Requirements: Contact the Contractor to affect a faster delivery.

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

13a. Ordering address: 1501 M Street, NW, 5th Floor Washington, DC 20005

13b. Ordering procedures: For services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (gsa.gov/schedules).

14. Payment address: 1501 M Street, NW, 5th Floor Washington, DC 20005

15. Warranty provision: SCW.

16. Export packing charges, if applicable: N/A.

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

18. Terms and conditions of rental: N/A.

19. Terms and conditions of installation: N/A.

20. Terms and conditions of repair parts: N/A.

20a. Terms and conditions for any other services: N/A.

21. List of service and distribution points: N/A.

22. List of participating dealers: N/A.

23. Preventive maintenance: N/A.

24a. Special attributes: N/A.

24b. Section 508: N/A.

25. Data Universal Number System (DUNS) number: 96-276-3277

26. Notification regarding registration in the System for Award Management (SAM) database. Registered.



U.S. General Services Administration

Witt O'Brien's, LLC



ABOUT WITT O'BRIENS, LLC

Witt O'Brien's is a global leader in preparedness, crisis management, and disaster response and recovery with the depth of experience and capability to provide services across the crisis and disaster life cycle. Witt O'Brien's is uniquely positioned to bring together policy architects and technical experts in public safety, with leaders from all levels of government and private sector partners to forge solutions to emergency management challenges.

Witt O'Brien's brings a new approach to the crisis and disaster industry by combining extensive real world experience with innovative planning, training, exercise, and technology solutions focused on controlling the outcome.

Under our contract's Special Item Number (SIN) 426-4F for Emergency Preparedness and First Responder Consulting Services, we provide a full range of proven and innovative approaches to assist organizations in planning to meet the challenges associated with crisis and emergency conditions and continuity of operations. Through our expert advice, assistance, guidance, and counseling, we help our customers in situational analysis and the development of organizational policies and procedures to mitigate the effect of such emergencies and facilitate recovery should the organization be impacted.



GSA FEDERAL SUPPLY SCHEDULE PRICE LIST
SIN 426-4F, 426-4FRC, 426-4FSTLOC Emergency Preparedness and
First Responder Equipment, Training and Services

Labor Category Titles	GSA Hourly Rate
Principal Executive (Preparedness)	\$453.38
Senior Project Manager (Preparedness)	\$340.03
Project Manager (Preparedness)	\$285.63
Deputy Project Manager (Preparedness)	\$226.69
Subject Matter Expert III (Preparedness)	\$340.03
Subject Matter Expert II (Preparedness)	\$249.36
Subject Matter Expert I (Preparedness)	\$170.02
Senior Principal Consultant (Preparedness)	\$317.36
Principal Consultant (Preparedness)	\$246.64
Staff Consultant (Preparedness)	\$181.53
Editor/Technical Writer (Preparedness)	\$172.28
Administrative Support Specialist (Preparedness)	\$108.81



GSA FEDERAL SUPPLY SCHEDULE PRICE LIST
SIN 426-4F, 426-4FRC, 426-4FSTLOC Disaster Recovery and
First Responder Equipment, Training and Services

Labor Category Titles	GSA Hourly Rate
Principal (Disaster Recovery)	\$257.84
Project Coordinator for Disaster Recovery Mission (Disaster Recovery)	\$257.84
Project Coordinator/Senior Level Public Assistance Officer (Disaster Recovery)	\$257.84
Senior Level I Public Assist. Coordinator/Mitigation Specialist (Disaster Recovery)	\$164.08
Senior Level II Public Assist. Coordinator/Mitigation Specialist (Disaster Recovery)	\$140.64
Public Assistance Coordinator/Mitigation Specialist (Disaster Recovery)	\$117.20
Senior Legal Specialist/Appeals Lead (Disaster Recovery)	\$164.08
Operations Specialist (Disaster Recovery)	\$140.64
Senior Trainer (Disaster Recovery)	\$140.64
Trainer (Disaster Recovery)	\$117.20
Senior Engineer (Disaster Recovery)	\$164.08
Engineer/Programmer (Disaster Recovery)	\$140.64
Senior Insurance Specialist (Disaster Recovery)	\$257.84
Grant Administrator Supervisor (Disaster Recovery)	\$140.64
Grant Administrator (Disaster Recovery)	\$117.20
Administrative Support/Data Entry (Disaster Recovery)	\$70.13



GSA FEDERAL SUPPLY SCHEDULE PRICE LIST
SIN 426-4F, 426-4FRC, 426-4FSTLOC Debris Management and
First Responder Equipment, Training and Services

Labor Category Titles	GSA Hourly Rate
FEMA Grants Manager/Coordinator (Debris)	\$92.85
Project Manager (Debris)	\$66.46
Operations Manager (Debris)	\$56.69
Data Manager (Debris)	\$53.75
GIS Analyst (Debris)	\$48.47
Environmental Specialist (Debris)	\$48.87
Field Supervisor (Debris)**	\$47.89
Automated Ticketing Specialist (Debris)**	\$41.05
Scheduler/Expediter (Debris)**	\$25.19
Billing/Invoice Analyst (Debris)**	\$33.95
Debris Site/Tower Monitor (Debris)**	\$31.76
Project Inspector (Citizens/Resident Drop-Off Sites)(Debris)**	\$31.76
Project Coordinator (Debris)**	\$27.37
Load Ticket Data Entry Clerk** (Debris)	\$24.43
Administrative Assistant (Debris)**	\$24.43



GSA FEDERAL SUPPLY SCHEDULE PRICE LIST

Service Contract Act (SCA) applicable labor categories

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	Wage Determination Number from the Department of Labor
Field Supervisor	01113 General Clerk III	052103
Automated Ticketing Specialist	14150 Peripheral Equipment Operator	052103
Scheduler/Expediter	01113 General Clerk III	052103
Billing/Invoice Analyst	01011 Accounting Clerk I	052103
Debris Site/ Tower Monitor	01112 General Clerk II	052103
Project Inspector	01112 General Clerk II	052103
Project Coordinator	01111 General Clerk I	052103
Load Ticket Data Entry Clerk	01051 Data Entry Clerk I	052103
Administrative Support/ Assistant	01111 General Clerk I	052103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories as stated above. The prices for the indicated () SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. CONUS, nationwide).



DESCRIPTION OF DUTIES AND QUALIFICATIONS REQUIREMENTS

Principal Executive (Preparedness)
<p>Duties & Responsibilities: Serves as the overall engagement manager for client's projects that cover a broad range of consulting services, including strategy development, program planning, auditing and evaluation, executive management coaching, policy and regulation development. Interfaces and coordinates with client, as needed. Provides strategic advice and overall direction to the project team. Facilitates high-level meetings and briefings of senior officials. Participates in media interviews and assists client with release of deliverables, as appropriate. Provides policy guidance and is responsible for high level coordination. When directed, represents issues with other senior executive officials.</p>
<p>Experience: Minimum of fifteen (15) years of related experience of which five (5) must be supervisory or management experience. Many are former Cabinet level political leaders and/or former Executive Agency heads.</p>
<p>Minimum Education: Master's or equivalent degree in a relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., twelve (12) years of experience is equivalent to a Master's degree).</p>
Senior Project Manager (Preparedness)
<p>Duties & Responsibilities: Assists client with release of deliverables, as appropriate. Helps assemble project team. Reviews and approves all scopes of work, timelines and deliverables. Helps define goals of projects that cover a broad range of consulting services, including strategy development, program planning, auditing and evaluation, executive management coaching, policy and regulation development. Is recognized as an authority or expert. Interfaces with senior and executive-level client management. May facilitate and supervise team discussions and meetings. Coordinates with the Project Manager.</p> <p>Interfaces and coordinates with client. Provides strategic advice and overall direction to the project team based on highly sought-after experience in the field. Facilitates high-level meetings and briefings of senior officials.</p>
<p>Experience: Minimum of twelve (12) years of related experience of which three (3) must be supervisory or management experience. Five (5) years must be in project management duties.</p>
<p>Minimum Education: Master's or equivalent degree in relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., twelve (12) years of experience is equivalent to a Master's degree).</p>



Project Manager (Preparedness)

Duties & Responsibilities: Serves as the client's primary point of contact for projects that cover a broad range of consulting services, including strategy development, program planning, auditing and evaluation, executive management coaching, policy and regulation development. Provides on-site leadership when necessary. Creates staffing plan to meet identified needs for subject matter expertise. Works with the Senior Project Manager to coordinate the efforts of all principals and subcontractors and may provide guidance and training to team members. Serves as a subject matter expert in the development of the deliverables. Possesses facilitation and management skills. Assists or leads in the facilitation of discussions and meetings with client. Develops, implements and monitors project scope, methodology, timelines, deliverables and budgets, providing client with regular status updates. Ensures project milestones are achieved.

Experience: Minimum of ten (10) years of experience of which two (2) must be supervisory or management experience. Two (2) years must be in project management duties.

Minimum Education: Master's or equivalent degree in relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., twelve (12) years experience is equivalent to a Master's degree).

Deputy Project Manager (Preparedness)

Duties & Responsibilities: Assists Project Manager and team members with assigned duties for projects that cover a broad range of consulting services, including strategy development, program planning, auditing and evaluation, executive management coaching, policy and regulation development. Establishes/maintains virtual coordination office. Provides information support to project team. May coordinate directly with client to gather materials. Assists in preparing project work plans, reports, and deliverables. Performs research, analysis for deliverables. Coordinates follow up activities with senior staff.

Experience: Minimum of six (6) years of related experience.

Minimum Education: Bachelor's degree in a relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of experience is equivalent to a Bachelor's degree).



Subject Matter Expert III (Preparedness)

Duties & Responsibilities: Oversees activities and provides coordination of functional subject matter experts. Coordinates reviews of documents, such as assessments, operations and recommended policies, regulations or procedures. Oversees, Facilitates and participates in investigative interviews. Oversees and Facilitates writing of deliverables, such as reports and recommendations

Provides technical management and direction for problem definition, analysis and requirements development and implementation in the subject matter area. Provides recommendations and advice on the improvements, optimization and maintenance in the subject matter area.

Experience: Minimum of fourteen (14) years of related experience of which four (4) must be supervisory or management experience and six (6) must be experience directly related to the required area of expertise.

Minimum Education: Master's or equivalent degree in relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (1) year of education (i.e., twelve (12) years experience is equivalent to a Master's degree).

Subject Matter Expert II (Preparedness)

Duties & Responsibilities: Facilitates and participates in investigative interviews. Facilitates writing of deliverables, such as reports and recommendations.

Provides technical management and direction for problem definition, analysis and requirements development and implementation in the subject matter area. Provides recommendations and advice on the improvements, optimization and maintenance in the subject matter area. Recommendations assist the client in development of policies, regulations and procedures. Oversees activities and provides coordination of functional subject matter experts. Coordinates reviews of documents, such as assessments, operations and procedures.

Experience: Minimum of ten (10) years of related experience. At least four (4) of those years must be directly related to the required area of expertise.

Minimum Education: Master's or equivalent degree in a relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., twelve (12) years of experience is equivalent to a Master's degree).



Subject Matter Expert I (Preparedness)

Duties & Responsibilities: Conducts investigative interviews with designated officials and other individuals or organizations. Coordinates with other subject matter experts. Contributes to the development of deliverables, including report writing and development of recommended policies, regulations and procedures.

Provides technical management and direction for problem definition, analysis and requirements development and implementation in the subject matter area.

Experience: Minimum of four (4) years of related experience. At least two (2) of those years must be directly related to the required area of expertise.

Minimum Education: Bachelor's degree in a relevant field from an accredited college or university.

As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of experience is equivalent to a Bachelor's degree).

Senior Principal Consultant (Preparedness)

Duties & Responsibilities: May work with project management to lead a team of consultants or subject matter experts. Working as a team leader or a senior team member, ensures the accomplishment of project activities and objectives. Such projects would cover a broad range of consulting services, including strategy development, program planning, auditing and evaluation, executive management coaching, policy and regulation development. Maintains own action plan to complete deliverables.

Utilizes highly sought after subject matter expertise to contribute to development of deliverables. Reviews information and requests data. Assists in or leads discussions and meetings with client or project team. May provide client with instruction, training, or exercises or provide guidance to other team members who perform these functions.

Experience: Minimum of ten (10) years of related experience, of which four (4) years must be supervisory or management experience.

Minimum Education: Master's degree or equivalent degree in relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., twelve (12) years of relevant work experience is equivalent to a Master's degree).

Principal Consultant (Preparedness)

Duties & Responsibilities: Works as part of the project team in the accomplishment of project activities and objectives. Such projects would cover a broad range of consulting services, including strategy development, program planning, auditing and evaluation, executive management coaching, policy and regulation development. Maintains own action plan to complete deliverables. Utilizes highly sought after



expertise to contribute to development of deliverables. Reviews information and requests data. Assists in or leads discussions and meetings with client or project team. May provide client with instruction, training, or exercises

Experience: Minimum of eight (8) years of related experience of which two (2) years must be in management or supervisory duties.

Minimum Education: Master's degree in relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., twelve (12) years of relevant work experience is equal to a Bachelor's degree).

Staff Consultant (Preparedness)

Duties & Responsibilities: Utilizes highly sought after expertise to contribute to development of deliverables. Assists the project team in the accomplishment of project activities and objectives. Such projects would cover a broad range of consulting services, including strategy development, program planning, auditing and evaluation, executive management coaching, policy and regulation development. Reviews information and requests data. Assists in discussions and meetings with client or project team.

Experience: Minimum of five (5) years experience in the assigned technical discipline.

Minimum Education: Bachelor's degree in relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of relevant work experience is equal to a Bachelor's degree).

Editor/Technical Writer (Preparedness)

Duties & Responsibilities: Conducts research in technical areas of expertise. Produces publication-quality written work for the client, including reports, articles, policies, procedures, and advisories. Finalizes written work product on technical subject matter that is tailored to specific audiences, including executive-level leadership, policymakers, legal experts, non-specialists, and the general public. Edits, revises, and proofs written deliverables for accuracy and clarity.

Experience: Minimum of four (4) years of related experience.

Minimum Education: Bachelor's degree in a relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of experience is equivalent to a Bachelor's degree).



Administrative Support Specialist (Preparedness)

Duties & Responsibilities: Manages, plans and executes a variety of administrative functions, including preparing and reviewing correspondence; preparing briefings and charts; developing reports; arranging meetings and maintaining calendars; making travel arrangements; screening calls and tracking suspense items with minimal supervision. Provides administrative and logistical support and overall office management for the supervisor and/or staff in connection with the accomplishment of assigned functions. Collaborates with staff members to produce team-based deliverables. Coordinates team member schedules to facilitate task completion, training sessions, and meetings. Responsible for database management and administration, oversees documentation control system. Coordinates office supply requests.

Experience: Minimum of eighteen (18) months of related experience.

Minimum Education: Bachelor's degree. As an alternative, Associate's degree, and two (2) years of experience in administrative support or data entry projects may be substituted for the Bachelor's degree requirement.

Principal (Disaster Recovery)

Duties /Responsibilities: Provides oversight for contract performance and administration activities. Acts as principal advisor to senior officials of client organizations. Participates in media interviews and assists client with release of deliverables, as appropriate. Provides policy guidance and is responsible for high level coordination.

Experience: Minimum of eight (8) years of related experience including four (4) years of supervisory or management experience.

Minimum Education: Master's or equivalent degree in relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., twelve (12) years experience is equivalent to a Master's degree).

Project Coordinator for Disaster Recovery Mission (Disaster Recovery)

Duties & Responsibilities: Manages daily activities of all contract support personnel. Reports directly to the senior recovery official and provides technical and programmatic advice as needed. Develops work plans and strategies for completing all necessary tasks.

Experience: Minimum of eight (8) years of related experience including (4) years of supervisory or management experience.

Minimum Education: Master's or equivalent degree in a relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be



substituted for one (1) year of education (i.e., twelve (12) years of experience is equivalent to a Master's degree).

Project Coordinator/Senior Level Public Assistance Officer (Disaster Recovery)

Duties & Responsibilities: Serves as senior technical advisor for Public Assistance issues. Is required to manage multiple clients' (and other stakeholders') Public Assistance Coordinators. May be assigned to deal with complicated and politically sensitive applicants to insure highest level of support.

Experience: Minimum of eight (8) years of related experience of which four (4) must be supervisory or management experience and six (6) must be experience.

Minimum Education: Master's or equivalent degree in relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., twelve (12) years experience is equivalent to a Master's degree).

Senior Level I Public Assistance Coordinator/Mitigation Specialist (Disaster Recovery)

Duties & Responsibilities: Serves as Program Advisor responsible for coordinating lower level Public Assistance Coordinators and Project Officers. Is assigned directly to applicants to provide technical assistance for their specific issues. Serves as senior technical advisor for mitigation issues. Is responsible for working closely with the contract and client staff to insure that all mitigation opportunities are maximized.

Experience: Minimum of four (4) years of related experience.

Minimum Education: Bachelor's degree in relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of relevant work experience is equal to a Bachelor's degree).

Senior Level II Public Assistance Coordinator/Mitigation Specialist (Disaster Recovery)

Duties & Responsibilities: Serves as Secondary Advisor responsible for supporting Senior Level I Public Assistance Coordinators. May be assigned smaller and less complicated applicants as the primary technical advisor. Serves as staff specialist for mitigation issues working with the individual Public Assistance Coordinators and client's employees. Is responsible for reviewing the applicants Project Worksheets to insure that all mitigation opportunities are addressed.

Experience: Minimum of four (4) years of related experience.

Minimum Education: Bachelor's degree in relevant field from an accredited college or university. As an



alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of relevant work experience is equal to a Bachelor's degree).

Public Assistance Coordinator/Mitigation Specialist (Disaster Recovery)

Duties & Responsibilities: Supports the Senior Level I and II Public Assistance Coordinator with programmatic and project review. Is assigned individually and in groups as needed in order to identify and address all programmatic issues related to the recovery.

Experience: Minimum of three (3) years of related experience.

Minimum Education: Bachelor's degree in relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of relevant work experience is equal to a Bachelor's degree).

Senior Legal Specialist/Appeals Lead (Disaster Recovery)

Duties & Responsibilities: Serves as a subject matter expert with extensive knowledge of applicable rules, regulations, policies and legal authorities. Is required to provide sound advice to the client with respect to requirements of law, regulatory requirements and polices and procedures relating to appeals.

Experience: Minimum of four (4) years of related experience.

Minimum Education: Bachelor's degree in relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of relevant work experience is equal to a Bachelor's degree).

Operations Specialist (Disaster Recovery)

Duties & Responsibilities: Supports client disaster relief program operations through information gathering/tracking/report functions. Interfaces with appropriate Federal, State and local personnel, and assists with the development of reports and recommended strategies to assist with program organization and operations.

Experience: Minimum of four (4) years of related experience.

Minimum Education: Bachelor's degree in relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for



one (1) year of education (i.e., eight (8) years of relevant work experience is equal to a Bachelor's degree).
Senior Trainer (Disaster Recovery)
Duties & Responsibilities: Develops and provides technical training courses to client and stakeholder personnel on disaster related programs. Provides supervision and guidance to other trainers on staff.
Experience: Minimum of four (4) years of related experience.
Minimum Education: Bachelor's degree in relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of relevant work experience is equal to a Bachelor's degree).
Trainer (Disaster Recovery)
Duties & Responsibilities: Develops and provides technical training courses to client and stakeholder personnel on disaster related programs and assists the Senior Trainer when required.
Experience: Minimum of three (3) years of related experience.
Minimum Education: Bachelor's degree in relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of relevant work experience is equal to a Bachelor's degree).
Senior Engineer (Disaster Recovery)
Duties & Responsibilities: Is responsible for providing engineering evaluation expertise and advisory assistance to the client Public Assistance staff. Also, reviews projects and provides technical assessments and costing analysis. Provides guidance to the Engineer/Programmer staff.
Experience: Minimum of four (4) years of related experience.
Minimum Education: Bachelor's degree in relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of relevant work experience is equal to a Bachelor's degree).



Engineer/Programmer (Disaster Recovery)

Duties & Responsibilities: Provides assistance to the senior engineer/programmer, as required, in the technical review and assessments/analyses of assigned projects. Supports the development of methodologies related to program delivery, including benefit-cost analysis, cost-reasonableness determinations, feasibility analysis, and other technical support studies and requirements.

Experience: Minimum of four (4) years of related experience.

Minimum Education: Bachelor's degree in relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of relevant work experience is equal to a Bachelor's degree).

Senior Insurance Specialist (Disaster Recovery)

Duties & Responsibilities: Serves as senior specialist responsible for reviewing regulations, laws and applicable documents relating to potential claims for private insurance recovery benefits by client, as well as potential reimbursement from the Federal Energy Management Agency. Makes recommendations to senior officials of client organization on insurance related issues.

Experience: Minimum of eight (8) years of related experience.

Minimum Education: Master's or equivalent degree in relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., twelve (12) years of relevant work experience is equal to a Master's degree).

Grant Administrator Supervisor (Disaster Recovery)

Duties & Responsibilities: Provides grant management advice and assistance to the client's Public Assistance Staff. Assists with the development or enhancement of the government's grant programs and makes recommendations for improvement if required. Provides supervision and guidance to grant managers on staff.

Experience: Minimum of four (4) years of related experience.

Minimum Education: Bachelor's or equivalent degree in relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of relevant work experience is equal to a Bachelor's degree).



Grant Administrator (Disaster Recovery)
<p>Duties & Responsibilities: Provides grant management advice and assistance to insure that the applications properly document disaster costs necessary for reimbursements. Coordinates with the client's Public Assistance Officers to insure that all eligibility issues are addressed.</p>
<p>Experience: Minimum of three (3) years of related experience.</p>
<p>Minimum Education: Bachelor's or equivalent degree in relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of relevant work experience is equal to a Bachelor's degree).</p>
Administrative Support/Data Entry (Disaster Recovery)
<p>Duties & Responsibilities: Provides administrative support to the disaster recovery team. Provides support to the team by inputting relevant data into the project's and/or client's database.</p>
<p>Experience: Minimum of one (1) year of related experience.</p>
<p>Minimum Education: A.A./A.S. degree or equivalent. As an alternative, high school diploma or GWS, and two (2) years of experience in administrative support or data entry projects may be substituted for the A.A./A.S degree requirement.</p>
FEMA Grants Manager/Coordinator (Debris)
<p>Duties & Responsibilities: Consults with client on FEMA regulations. Prepares Project Worksheets and DDIRs. Represents client at FEMA or FHWA meetings. Assists with any necessary appeals of FEMA decisions. Assists with eligibility determinations and requests. Ensures compliance with federal guidelines.</p>
<p>Experience: Minimum of three (3) years of related experience.</p>
<p>Education: Bachelor's degree in a relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of experience is equivalent to a Bachelor's degree) for a total of 11 years experience.</p>
Project Manager (Debris)
<p>Duties & Responsibilities: Serves as a liaison with client and client's sub-divisions/departments throughout the project. Manages and ensures performance of personnel. Prepares reports and meets regularly with client.</p>



Experience: Minimum of four (4) years of experience of which two (2) must be supervisory or management experience. Two (2) years must be in project management duties

Minimum Education: Bachelor's degree in a relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of experience is equivalent to a Bachelor's degree) for a total of 12 years experience.

Operations Manager (Debris)

Duties & Responsibilities: Manages Truck Certification Program. Coordinates FHWA cost segregation. Implements quality control system. Oversees training of all hired monitors. Serves as a liaison to debris removal contractors.

Experience: Minimum of three (3) years of related experience.

Minimum Education: Bachelor's degree in a relevant field from an accredited college or university. As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of experience is equivalent to a Bachelor's degree) for a total of 11 years experience.

Data Manager (Debris)

Duties & Responsibilities: Manages and supervises data entry staff. Supervises quality control over ticket management and data entry. Produces daily metrics reports. Ensures integrity, security, and accuracy of data system. Assists with invoice reconciliation.

Experience: Minimum of two (2) years of related experience.

Minimum Education: Bachelor's degree. As an alternative, Associate's degree, and four (4) years of experience in related work may be substituted for the Bachelor's degree requirement for a total of 6 years experience.

GIS Analyst (Debris)

Duties & Responsibilities: Maps debris locations, removal routes, and removal progress. Develops web-based mapping and debris tracking systems.

Experience: Minimum of four (4) years of related experience.



<p>Minimum Education: Bachelor's degree. As an alternative, Associate's degree, and four (4) years of experience in related work may be substituted for the Bachelor's degree requirement for a total of 8 years experience.</p>
<p>Environmental Specialist (Debris)</p>
<p>Duties & Responsibilities: Assists in securing debris site permits. Performs debris site base line analysis and documentation. Monitors project and sites for environmental compliance and issues.</p>
<p>Experience: Minimum of three (3) years of related experience.</p>
<p>Minimum Education: Bachelor's degree. As an alternative, Associate's degree, and four (4) years of experience in related work may be substituted for the Bachelor's degree requirement for a total of 7 years experience.</p>
<p>Field Supervisor (Debris)</p>
<p>Duties & Responsibilities: Supervises debris monitors in the field. Interfaces with FEMA's debris monitors. Provides quality control at loading sites. Coordinates field operations with removal contractors.</p>
<p>Experience: Minimum of two (2) years of related experience.</p>
<p>Minimum Education: High school diploma or GED.</p>
<p>Automated Ticketing Specialist (Debris)</p>
<p>Duties & Responsibilities: Manages operational aspects of the DebrisPro system components. Ensures continuous communication between secure server, hand-held devices and web portal and troubleshoots issues, if necessary. Assists with integration of client data into and customization of reporting in DebrisPro.</p>
<p>Experience: Minimum of one (1) year of related experience.</p>
<p>Minimum Education: High school diploma or GED.</p>
<p>Billing/Invoice Analyst (Debris)</p>
<p>Duties & Responsibilities: Inspects and audits contractors' invoices. Reconciles invoices with load ticket summary.</p>



Experience: Minimum of one (1) year of related experience.
Minimum Education: High school diploma or GED.
Debris Site/Tower Monitors (Debris)
Duties & Responsibilities: Assesses and quantifies debris loads. Monitors site for safety and efficiency. Finalizes load tickets. Maintains Tower Logs.
Experience: No experience is required. Witt O'Brien's provides training prior to sending personnel into field.
Minimum Education: High school diploma or GED.
Project Inspector (Citizen/Resident Drop off Sites) (Debris)
Duties & Responsibilities: Sets-up and manages sites. Verifies and records proof of residency. Monitors outbound loads and issues load tickets.
Experience: No experience is required. Witt O'Brien's provides training prior to sending personnel into field.
Minimum Education: High school diploma or GED.
Project Coordinator (Debris)
Duties & Responsibilities: Manages and organizes all project documentation. Scans all project cost documents. Verifies accuracy of invoices. Coordinates with contractors to rectify errors. Approves invoices and authorizes payment. Produces summary reports for each invoice including backup data and documents.
Experience: No experience is required. Witt O'Brien's provides training prior to sending personnel into field.
Minimum Education: High school diploma or GED.



Scheduler/Expediter (Debris)
<p><u>Duties & Responsibilities:</u> Assigns monitoring crews to work locations. Coordinates schedules and assignments with debris removal contractors. Monitors and regulates staffing levels. Directs and plans debris removal schedules.</p>
<p><u>Experience:</u> Minimum of two (2) years of related experience.</p>
<p><u>Minimum Education:</u> High school diploma or GED.</p>
Load Ticket Data Entry Clerk (Debris)
<p><u>Duties & Responsibilities:</u> Inspects each load ticket for errors or omissions and reports issues to supervisors for remediation. Transfers information from load ticket to database. Scans each ticket to create electronic copy. Organizes, sorts, and binds tickets in daily packages.</p>
<p><u>Experience:</u> Minimum of one (1) year of related experience.</p>
<p><u>Minimum Education:</u> High school diploma or GED.</p>
Administrative Assistant (Debris)
<p><u>Duties & Responsibilities:</u> Executes a variety of administrative functions. Provides logistical support and conducts office administrative functions in support of debris staff. Assist in co-ordinating staff scheduling and manages office supply requests.</p>
<p><u>Experience:</u> Minimum of one (1) year of related experience.</p>
<p><u>Minimum Education:</u> High school diploma or GED.</p>