

**FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**SIERRA PIEDMONT, INC.**



**GSA ADVANTAGE ORDERING INFORMATION**

**Contract No. GS-10F-0044V**

**Federal Supply Group: 899**

**CONTRACT PERIOD (December 15, 2008 through December 14, 2018)**

**12045 Hwy 92  
Woodstock, GA 30188  
(770) 792-6200 (office)  
(770) 792-6005 (fax)**

Find out more about us at [www.sierrapiedmont.com](http://www.sierrapiedmont.com)

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Small Business

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**SIERRA PIEDMONT, INC.**  
**GSA ADVANTAGE ORDERING INFORMATION**  
**Contract No. GS-10F-0044V**

**Awarded SINs:** 899-1 – Environmental Consulting Services  
899-8 – Environmental Remediation/Reclamation Services  
899-1RC – Environmental Consulting Services (recovery)  
899-8RC – Environmental Remediation/Reclamation Services (recovery)

**1. Pricing:** GSA contract prices, which were based on the Contractor’s commercial market pricing currently awarded under SINs 899-1, 899-1RC, 899-7 and 899-7RC (pricing is inclusive of 0.75% IFF) are identified in the table below.

The labor categories and hourly prices, including IFF, for Option 1 (Years 6-10) under SINs 899-1, 899-1RC, 899-8, and 899-8RC are identified in the table below.

1.

Labor Category	Option 1				
	Year 6	Year 7	Year 8	Year 9	Year 10
	12/15/13	12/15/14	12/15/15	12/15/16	12/15/17
	- 12/14/14	- 12/14/15	- 12/14/16	- 12/14/17	- 12/14/18
Principal	\$ 145.50	\$ 148.41	\$ 151.38	\$ 154.41	\$ 157.49
Program Mgr/Business Unit Leader	\$ 135.80	\$ 138.52	\$ 141.29	\$ 144.11	\$ 146.99
Senior Geologist	\$ 92.15	\$ 93.99	\$ 95.87	\$ 97.79	\$ 99.75
Geologist II	\$ 58.20	\$ 59.36	\$ 60.55	\$ 61.76	\$ 63.00
Geologist I	\$ 67.90	\$ 69.26	\$ 70.64	\$ 72.06	\$ 73.50
Senior Engineer	\$ 97.00	\$ 98.94	\$ 100.92	\$ 102.94	\$ 105.00
Engineer II	\$ 67.90	\$ 69.26	\$ 70.64	\$ 72.06	\$ 73.50
Engineer I	\$ 58.20	\$ 59.36	\$ 60.55	\$ 61.76	\$ 63.00
Senior Project Manager	\$ 111.55	\$ 113.78	\$ 116.06	\$ 118.38	\$ 120.75
Project Manager II	\$ 85.26	\$ 86.97	\$ 88.70	\$ 90.48	\$ 92.29
Project Manager I	\$ 73.90	\$ 75.38	\$ 76.89	\$ 78.42	\$ 79.99
Project Manager	\$ 67.90	\$ 69.26	\$ 70.64	\$ 72.06	\$ 73.50
Site Manager I	\$ 51.16	\$ 52.18	\$ 53.23	\$ 54.29	\$ 55.38
Technician	\$ 51.16	\$ 52.18	\$ 53.23	\$ 54.29	\$ 55.38
Project Technician	\$ 53.35	\$ 54.42	\$ 55.51	\$ 56.62	\$ 57.75
AutoCAD	\$ 48.50	\$ 49.47	\$ 50.46	\$ 51.47	\$ 52.50
Administrative I	\$ 53.35	\$ 54.42	\$ 55.51	\$ 56.62	\$ 57.75
Administrative II	\$ 58.20	\$ 59.36	\$ 60.55	\$ 61.76	\$ 63.00

The labor categories and hourly prices, including IFF, for Option 1 (Years 7-15) under SINs 899-1, 899-1RC, 899-8, and 899-8RC are identified in the table below.

Labor Category	Option 2				
	Year 11	Year 12	Year 13	Year 14	Year 15
	12/15/18	12/15/19	12/15/20	12/15/21	12/15/22
	- 12/14/19	- 12/14/20	- 12/14/21	- 12/14/22	- 12/14/23
Principal	160.64	\$ 163.86	167.13	\$ 170.48	\$ 173.89
Program Mgr/Business Unit Leader	\$ 149.93	\$ 152.93	\$ 155.99	\$ 159.11	\$ 162.29
Senior Geologist	\$ 101.74	\$ 103.78	\$ 105.85	\$ 107.97	\$ 110.13
Geologist II	\$ 64.26	\$ 65.54	\$ 66.85	\$ 68.19	\$ 69.55
Geologist I	\$ 74.97	\$ 76.47	\$ 78.00	\$ 79.56	\$ 81.15
Senior Engineer	\$ 107.10	\$ 109.24	\$ 111.42	\$ 113.65	\$ 115.92
Engineer II	\$ 74.97	\$ 76.47	\$ 78.00	\$ 79.56	\$ 81.15
Engineer I	\$ 64.26	\$ 65.54	\$ 66.85	\$ 68.19	\$ 69.55
Senior Project Manager	\$ 123.16	\$ 125.62	\$ 128.14	\$ 130.70	\$ 133.31
Project Manager II	\$ 94.13	\$ 96.02	\$ 97.94	\$ 99.90	\$ 101.89
Project Manager I	\$ 81.59	\$ 83.22	\$ 84.89	\$ 86.59	\$ 88.32
Project Manager	\$ 74.97	\$ 76.47	\$ 78.00	\$ 79.56	\$ 81.15
Site Manager I	\$ 56.48	\$ 57.61	\$ 58.77	\$ 59.94	\$ 61.14
Technician	\$ 56.48	\$ 57.61	\$ 58.77	\$ 59.94	\$ 61.14
Project Technician	\$ 58.90	\$ 60.08	\$ 61.28	\$ 62.51	\$ 63.76
AutoCAD	\$ 53.55	\$ 54.62	\$ 55.71	\$ 56.83	\$ 57.96
Administrative I	\$ 58.90	\$ 60.08	\$ 61.28	\$ 62.51	\$ 63.76
Administrative II	\$ 64.26	\$ 65.54	\$ 66.85	\$ 68.19	\$ 69.55

The labor categories and hourly prices, including IFF, for Option 1 (Years 16-20) under SINs 899-1, 899-1RC, 899-8, and 899-8RC are identified in the table below.

Labor Category	Option 3				
	Year 16	Year 17	Year 18	Year 19	Year 20
	12/15/23	12/15/24	12/15/25	12/15/26	12/15/27
	-	-	-	-	-
	12/14/24	12/14/25	12/14/26	12/14/27	12/14/28
Principal	\$ 177.36	\$ 80.91	\$ 184.53	\$ 188.22	\$ 191.98
Program Mgr/Business Unit Leader	\$ 165.54	\$ 168.85	\$ 172.23	\$ 175.67	\$ 179.19
Senior Geologist	\$ 112.33	\$ 114.58	\$ 116.87	\$ 119.21	\$ 121.59
Geologist II	\$ 70.95	\$ 72.36	\$ 73.81	\$ 75.29	\$ 76.79
Geologist I	\$ 82.77	\$ 84.43	\$ 86.11	\$ 87.84	\$ 89.59
Senior Engineer	\$ 118.24	\$ 20.61	\$ 123.02	\$ 125.48	\$ 127.99
Engineer II	\$ 82.77	\$ 84.43	\$ 86.11	\$ 87.84	\$ 89.59
Engineer I	\$ 70.95	\$ 72.36	\$ 73.81	\$ 75.29	\$ 76.79
Senior Project Manager	\$ 135.98	\$ 138.70	\$ 141.47	\$ 144.30	\$ 147.19
Project Manager II	\$ 103.93	\$ 106.01	\$ 108.13	\$ 110.29	\$ 112.50
Project Manager I	\$ 90.08	\$ 91.89	\$ 93.72	\$ 95.60	\$ 97.51
Project Manager	\$ 82.77	\$ 84.43	\$ 86.11	\$ 87.84	\$ 89.59
Site Manager I	\$ 62.36	\$ 63.61	\$ 64.88	\$ 66.18	\$ 67.50
Technician	\$ 62.36	\$ 63.61	\$ 64.88	\$ 66.18	\$ 67.50
Project Technician	\$ 65.03	\$ 66.33	\$ 67.66	\$ 69.01	\$ 70.39
AutoCAD	\$ 59.12	\$ 60.30	\$ 61.51	\$ 62.74	\$ 63.99
Administrative I	\$ 65.03	\$ 66.33	\$ 67.66	\$ 69.01	\$ 70.39
Administrative II	\$ 70.95	\$ 72.36	\$ 73.81	\$ 75.29	\$ 76.79

2. Maximum Order Amount: \$1,000,000.00
3. Minimum Order Amount: \$100.00
4. Geographic Coverage: Pricing reflects contiguous US; Overseas prices vary
5. Point(s) of production: Woodstock, Cherokee County, Georgia (USA)
6. Discount from list prices: Not Applicable; Prices shown are net prices.
7. Quantity Discount:

Order Value	Discount
< \$50,000	-0-
From \$50,000 to \$100,000	1.00%
From \$100,000 to \$250,000	2.00%
From \$250,000 to \$500,000	2.50 %
Greater than \$500,000	3.00%

8. Prompt Payment Terms:

Payment Discounts	Discount
10 days	3%
20 days	2%
30 days	1%

9. Government purchase cards: Are accepted at, below, or above the micro-purchase threshold.

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

11. (a-d) Time of delivery: is negotiated per purchase task order.

12. F.O.B. point(s): is stated on purchase task order.

13. Ordering Address: Sierra Piedmont  
Attn: Karen Dorton  
12045 Hwy 92  
Woodstock, GA 30188  
(770) 770-874-4051 (phone)  
(770) 792-6005 (fax)  
Email: [kdorton@sierrapiedmont.com](mailto:kdorton@sierrapiedmont.com)

14. Payment Address: Sierra Piedmont  
12045 Hwy 92  
Woodstock, GA 30188

15. Warranty provision: NA

16. Export packing charges: NA

17. Terms and conditions of Government purchase card acceptance: See #9 above.

18. Terms and conditions of rental, maintenance, and repair: NA

19. Terms and conditions of installation: NA

20. Terms and conditions of repair parts: NA

21. List of service and distribution points: NA

22. List of participating dealers: NA

23. Preventive maintenance: NA

24. Special attributes such as environmental attributes: NA

25. Data Universal Number System (DUNS): 964345086

26. Sierra Piedmont is registered in Central Contractor Registration (CCR) database.

*Revised 11-26-2013*

*Sierra Piedmont<sup>®</sup>, Inc.  
GS-10F-0044V*

**Service Contract Act (SCA) Information:** The preponderance of the work for the SCA eligible categories will likely be performed in the region marked by WD Number 05-2133. The following matrix summarizes SCA eligible category information

<b>Contract Labor Category</b>	<b>SCA Equivalent Code – Title</b>	<b>WD Number</b>
Technician	30083 – Engineering Technician III	05-2133
AutoCAD Operator	30064 – Drafter/CAD Operator IV	05-2133
Administrative I	01070 – Document Preparation Clerk	05-2133
Administrative II	01070 – Document Preparation Clerk	05-2133

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the identified SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

During the life of the contract, Sierra selects Method 2 for determining SCA price adjustments:

“An escalation method is negotiated prior to award in accordance with clause I-FSS-969, Economic Price Adjustment – FSS Multiple Award Schedule, utilizing any of the methods available in the solicitation under that clause”. When using subcontractors, Sierra plans on ensuring the subcontractor pricing is mapped through the appropriate and applicable SCA labor category. Sierra also reserves the right to team with other GSA contractor(s) when or if Sierra receives a GSA contract.

**Summary of Awarded SINs**

SIN 899-1: Environmental Consulting Services

- Environmental Plans/Reports
  - Spill Prevention, Control and Countermeasures Plans
  - Oil Spill Contingency Plans
  - Facility Response Plans
  - Phase I Environmental Site Assessments (ESAs)
  - Stormwater Pollution Prevention Plans (SWPPP)
  - National Pollutant Discharge Elimination System (NPDES)
  - Property Condition Assessments (PCA)
  - Hazardous Waste Management Plans

- Auditing/Inspections
  - Petroleum systems environmental and code compliance
  - Multi-protocol (air, water, hazardous waste, etc.)
  - Supplier compliance/risk assessment
  - Aboveground storage tank (AST)- STI SP001 inspections
  - AST internal inspection
  - Fuel quality analysis
  - Hazardous and non-hazardous disposal site and recycling site audits
  - Dry cleaner operations assessments
  - American with Disability Act (ADA)
- Permits
  - NPDES
  - Stormwater
  - Underground storage tank (UST) registration
- AST Registration Training
  - SPCC Plans
  - SWPPP
  - ADA
  - Hazardous waste management
  - AST management
  - UST management

SIN 899-8: Remediation and Reclamation Services

- Soil and Groundwater Investigation and Monitoring
  - Soil and groundwater sampling
  - UST removal
  - Solid waste landfill
- Soil and Groundwater Remediation (Active and Passive)
  - Dual-phase extraction
  - Air sparge and soil vapor extraction
  - Bio-remediation
  - Soil excavating
  - In-situ chemical oxidation injection
  - High vacuum extraction
  - Mobile free product recovery systems
  - One- and two-dimensional fate and transport modeling
  - Enhanced and passive natural attenuation with monitoring

**Company Overview:**

Based in Atlanta, Georgia, Sierra Piedmont, Inc. (Sierra) is a full-service environmental consulting firm specializing in site assessments/investigations, remediation, and compliance. Sierra performs environmental services throughout the United States and has since 1996.

Since 1996, Sierra has worked with a multitude of federal agencies. Sierra has completed hundreds of projects over the years for clients in all of the 50 states. Our clients are typically F1000 corporations and government agencies. Our project scale from one week to eight years; \$3,000.00 to over \$1,000,000.

**Professional Registrations:** Sierra has a multitude of professional registrations throughout the country, including:

Professional Engineer  
Professional Geologist  
Professional Engineering Corporation

**Position Descriptions:**

**Principal:** As a Principal of Sierra Piedmont, functional responsibilities include oversees and directs the direction of the firm; communicates directly with contractors, staff, and clients; provide marketing strategies and strategic plans. Familiar with a variety of the field's concepts, practices, and procedures. Principal is the ultimate technical authority for technical reports, proposals and registers documents that require it. May interact with technical buyers, and client business leaders to assure proper strategic direction for project solution design while considering protection of client liability and long term best interest. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

**Minimum Experience/Education:**

Minimum ten (10) years of experience in consulting and/or environmental services.  
Minimum educational requirements: Master's Degree

**Program Manager/Business Unit Leader:** As a Program Manager/Business Unit Leader at Sierra Piedmont, functional responsibilities include coordinates and monitors the scheduling, pricing, and technical performance of client environmental programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required.

**Minimum Experience/Education:**

Minimum five (5) years of technical experience in environmental engineering.  
Minimum educational requirements: High School or GED equivalent and Bachelor's Degree. Bachelor's Degree may be substituted for a minimum of four (4) additional years of technical experience

**Senior Geologist:** As a Senior Geologist at Sierra Piedmont, functional responsibilities include creation, interpret, plan and schedule all field activities. Completion of functions in accordance with preparation of technical reports as required by client and company. Directing and supervising field personnel, inspectors and surveyors. Also outlines and implements client training programs about employee safety procedures and accident protection and prevention; as well as spill prevention. Responsibilities also include developing and distributing educational materials, inspecting the client's company facilities, and recommending corrections or additional precautions to ensure compliance to established regulations. A certain degree of creativity and latitude is required.

**Minimum Experience/Education:**

Minimum ten (10) years of experience in consulting and/or environmental services.  
Minimum educational requirements: Master's Degree. Certification requirements include professional registration as a professional geologist.

**Geologist II:** As a Geologist II at Sierra Piedmont, functional responsibilities include: technical and project management, project oversight, inspecting client's company facilities and make recommendations for compliance to established regulations. Contributes to report preparation and writing. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required.

**Minimum Experience/Education:**

Minimum six (6) years of experience in consulting and/or environmental services.

Minimum educational requirements: High School or GED equivalent and Bachelor's Degree.

Bachelor's Degree may be substituted for a minimum of four (4) additional years of technical experience.

**Geologist I:** As a Geologist I at Sierra Piedmont, functional responsibilities include technical and project management, inspecting company facilities, to gauge compliance to their, established regulations, completes soil and groundwater sampling, Collects data for reports. Familiar with standard concepts, practices, and procedures within a particular field. Performs a variety of tasks. A certain degree of creativity and latitude is required.

**Minimum Experience/Education:**

Minimum four (4) years of experience required in consulting and/or environmental services.

Minimum educational requirements: High School or GED equivalent and Bachelor's Degree.

Bachelor's Degree may be substituted for a minimum of four (4) additional years of technical experience.

**Senior Engineer:** As a Senior Engineer at Sierra Piedmont, functional responsibilities include implements and maintains the client's company environmental policies adhere to local, state and federal guidelines. Involved in the design, development, management and overall execution of project to completion. Responsible for preparing, maintaining, and updating environmental and policy and procedure manuals, to include SPPC and, SWPPP plans. Ensures client's compliance with all environmental, health and safety regulations, and keeps abreast of any changes to laws and regulations that may impact the client's organization. Serves as contact with all federal, state, and local regulatory bodies. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complex tasks.. A certain degree of creativity and latitude is required.

**Minimum Experience/Education:**

Minimum ten (10) years of experience in consulting and/or environmental services.

Minimum educational requirements: Master's Degree in a technical discipline (engineering).

Certification requirements include professional registration as a professional engineer.

**Engineer II:** As an Engineer II at Sierra Piedmont, functional responsibilities include implements and maintains company policies adhering to local, state and federal guidelines. Involved in the design, development, management and overall execution of project. Conducts contractor and fieldwork troubleshooting, and problem solving during data sampling. Contributes to writing of reports and analyzing of lab and field data, coordinates lab analysis and contributes to completion and writing of reports for client. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals: Performs a variety of complex tasks.. A certain degree of creativity and latitude is required

**Minimum Experience/Education:**

Minimum six (6) years of experience in engineering and/or consulting and/or environmental services.

Minimum educational requirements: High School or GED equivalent and Bachelor's Degree in a technical discipline (engineering). Bachelor's Degree may be substituted for a minimum of four (4) additional years of engineering, and/or consulting, and/or environmental experience.

**Engineer I:** As an Engineer I at Sierra Piedmont, functional responsibilities include conducting environmental research and investigations, coordinating lab analysis, analyzing field and lab data, developing project recommendations, preparation of written documents of findings, proposal preparation, supervision of field personnel during investigations or observations, and project task management. Performs a variety of complex tasks.. A certain degree of creativity and latitude is required.

**Minimum Experience/Education:**

Minimum four (4) years of experience required in engineering and/or consulting and/or environmental services.

Minimum educational requirements: High School or GED equivalent and Bachelor's Degree in a technical discipline (engineering). Bachelor's Degree may be substituted for a minimum of four (4) additional years of engineering, and/or consulting and/or environmental experience.

**Senior Project Manager:** As a Senior Project Manager at Sierra Piedmont, functional responsibilities include implements and maintains client's company policies adhering to local, state and federal environmental, health and safety regulations. Involved in the design and development of facilities, work areas and work procedures and makes environmental, health and safety recommendations accordingly. Responsible for preparing, maintaining, and updating environmental and policy and procedure manuals for the client's facilities. Ensures client's compliance with all environmental, health and safety regulations, and keeps abreast of any changes to laws and regulations that impact the client's organization. Serves as client contact with all federal, state, and local regulatory bodies. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required:

**Minimum Experience/Education:**

A minimum eight (8) years of experience of project management and/or environmental services is required.

Minimum educational requirements: High School or GED equivalent and Bachelor's Degree. Bachelor's Degree may be substituted for a minimum of four (4) additional years of project management and/or environmental experience.

**Project Manager II:** As a Project Manager II at Sierra Piedmont, functional responsibilities include communicates directly with Client concerning project cost, staffing, and scheduling. Prepares project status reports and works to ensure plans adhere to contract specifications on client's behalf. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

**Minimum Experience/Education:**

Minimum eight (8) years of experience of project management and/or environmental services. Minimum educational requirements: High School or GED equivalent and Bachelor's Degree. Bachelor's Degree may be substituted for a minimum of four (4) additional years of project management and/or environmental services.

**Project Manager I:** As a Project Manager I at Sierra Piedmont, functional responsibilities include completes fieldwork at client facility in order to prepare project status reports and works to ensure plans adhere to contract specifications. Completes lab analysis and fieldwork Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals.

**Minimum Experience/Education:**

Minimum four (4) years of technical experience of project management and/or environmental services.

Minimum educational requirements: High School or GED equivalent and Bachelor's Degree. Bachelor's Degree may be substituted for a minimum of four (4) additional years of project management and/or environmental services.

**Project Manager:** As a Project Manager at Sierra Piedmont, functional responsibilities include oversees and directs construction management. Communicates directly with contractors/designers concerning project cost, staffing, and scheduling of the client's project. Prepares project status reports and works to ensure plans adhere to contract specifications. Familiar with a variety of the field's concepts, practices, and procedures.

**Minimum Experience/Education:**

Minimum one (1) year of experience in project management and/or environmental services. Minimum educational requirements: High School or GED equivalent and Bachelor's Degree. Bachelor's Degree may be substituted for a minimum of four (4) additional years of project

**Site Manager I:** As a Site Manager I at Sierra Piedmont, functional responsibilities include responsible for field sample collection and sample handling. This position is responsible for client's equipment preparation, maintenance, and calibration; as well as proper handling and disposal at client facility.

**Minimum Experience/Education:**

Minimum two (2) years of experience in consulting and/or environmental services. Minimum educational requirements: High School or GED equivalent and Bachelor's Degree. Bachelor's Degree may be substituted for a minimum of four (4) additional years of consulting and/or environmental services.

**Technician:** As a Technician at Sierra Piedmont, functional responsibilities include auditing client to ensure they implement and maintains client's company policies adhere to local, state and federal environmental, health and safety regulations.. Familiar with standard concepts, practices, and procedures within a particular field. Performs a variety of tasks. A certain degree of creativity and latitude is required.

**Minimum Experience/Education:**

Minimum two (2) years of experience in consulting and/or environmental services. Minimum educational requirements: High School or GED equivalent and Associate's degree in a technical discipline (science or engineering). Associates degree may be substituted for a minimum of two (2) additional years of experience in consulting and/or environmental services.

**Project Technician:** As a Project Technician at Sierra Piedmont, functional responsibilities include ensures the client is in compliance with all environmental, health and safety regulations, and reports to client of any changes to laws and regulations that impact their organization implements and maintains company policies adhering to local, state and federal environmental, health and safety regulations. Involved in the task at hand. Gathers data for preparing, maintaining, and updating client's environmental policy and procedure manuals. Ensures compliance with all environmental, health and safety regulations, and keeps abreast of any changes to laws and regulations that impact the organization. Serves as Superintendent on site. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required.

**Minimum Experience/Education:**

Minimum four (4) years of experience in consulting and/or environmental services. Minimum educational requirements: High School or GED equivalent and Associate's degree in a technical discipline (science or engineering). Associates degree may be substituted for a minimum of two (2) additional years of experience in consulting and/or environmental services.

**AutoCAD Operator I:** As an AutoCAD Operator I at Sierra Piedmont, functional responsibilities include provides drafting and autocad for the company. Involved in the design and development of facilities, work areas and work procedures. Responsible for preparing, maintaining, and updating files as needed. Ensures compliance and keeps abreast of any changes to laws and regulations that impact the organization. Familiar with standard concepts, practices, and procedures within a particular field. Performs a variety of complex tasks. A certain degree of creativity and latitude is required.:

**Minimum Experience/Education:**

Minimum two (2) years of experience in CAD services, preferably in consulting and/or environmental services, but not required.

Minimum educational requirements: High School or GED equivalent.

**Administrative I:** As an Administrative I at Sierra Piedmont, functional responsibilities include performs all administrative duties including but not limited to invoicing, billing, collections, change orders, purchase orders.

**Minimum Experience/Education:**

Minimum two (2) years of experience in an office environment.

Minimum educational requirements: High School or GED equivalent and Associate's degree.

Associates degree may be substituted for a minimum of two (2) additional years of experience working in an office environment.

**Administrative II:** As an Administrative II at Sierra Piedmont, functional responsibilities include performs all administrative duties including but not limited to report generation, report QA/QC, assistant to the Principal, Project Manager assistance, responsible for special projects..

**Minimum Experience/Education:**

Minimum four (4) years of experience in an office environment.

Minimum educational requirements: High School or GED equivalent and Associate's degree.

Associates degree may be substituted for a minimum of two (2) additional years of experience working in an office environment.