



# GENERAL SERVICES ADMINISTRATION

## **Federal Acquisition Service** *Authorized Federal Supply Schedule Price List*

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

### **Schedule for - Environmental Services**

**Federal Supply Group:** 899      **Class:** F999

**Contract Number:** GS-10F-0115W

**For more information on ordering from Federal Supply Schedules**  
**click on the FSS Schedules button at <http://www.fss.gsa.gov>**  
**Contract Period: February 12, 2010 through February 11, 2015**

**Contractor:** Professional Service Industries, Inc.  
1901 S. Meyers Road, Suite 400  
Oakbrook Terrace, IL 60181-5208

**Business Size:** Large Business

**Telephone:** (703) 318-3122

**FAX Number:** (703) 318-3121

**Web Site:** [www.psiusa.com](http://www.psiusa.com)

**E-mail:** [mohammad.khan@psiusa.com](mailto:mohammad.khan@psiusa.com)

**Contract Administration:** Dr. Mohammad S. Khan

## CUSTOMER INFORMATION:

### **1a. Table of Awarded Special Item Number(s):**

899-1/899-1RC	Environmental Consulting Services
899-7/899-7RC	Geographic Information Systems (GIS) Services
899-8/899-8RC	Remediation and Reclamation Services

### **1b. Lowest Priced Model Number and Price for Each SIN:**

N/A

### **1c. Hourly Rates:**

See attached price list.

### **2. Maximum Order: \$1,000,000.00**

A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.



3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Nationwide
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See attached price list.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 Days
- 9a. **Notification that 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:** will accept over \$2,500
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery:** Contact Contractor
- 11c. **Overnight and 2-Day Delivery:** Contact Contractor
- 11d. **Urgent Requirements: (Agencies are encouraged to contact the Contractor's representative to effect a faster delivery)** Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:**  
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Contractor's standard commercial warranty.
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, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A



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20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
  - 20a. **Terms and conditions for any other services (if applicable):** N/A
  21. **List of service and distribution points (if applicable):** N/A
  22. **List of participating dealers (if applicable):** N/A
  23. **Preventive maintenance (if applicable):** N/A
  - 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
  - 24b. **Section 508 compliance for Electronic and Information Technology (EIT) supplies and services:** N/A
  25. **Data Universal Numbering System (DUNS) number:** 06-524-1176
  26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

**GSA Price List**  
**Environmental Services, Schedule 899**  
**Applicable to SINs 899-1, 899-7, and 899-8**  
Professional Service Industries (PSI), Inc.  
February 5, 2010

Item	Unit	Price Offered to GSA (including IFF)
<b>Personnel Labor Rates</b>		
Chief Engineer/Scientist (P.G./P.E.)	hr	\$151.48
Certified Industrial Hygienist (CIH) / Certified Safety Professional (CSP)	hr	\$103.91
Certified Hazardous Materials Manager (CHMM)	hr	\$136.82
Certified Indoor Environmentalist (CIE)	hr	\$136.82
Principal Consultant	hr	\$123.79
Senior / Regional Engineer (P.E.)/Sr. Geologist (P.G.)	hr	\$112.39
Senior Industrial Hygienist/Engineer/Scientist/Geologist/Biologist	hr	\$102.61
LEED Accredited Professional (LEED-AP)	hr	\$122.16
Project Manager	hr	\$87.95
Project Industrial Hygienist/Engineer/Scientist/Geologist/Biologist	hr	\$83.07
Staff Industrial Hygienist/Engineer/Scientist/Engineer/Biologist/Asb Inspector	hr	\$67.19
Senior Industrial Hygiene/Environmental/Engineering Technician	hr	\$60.00
GIS / GPS Specialist	hr	\$63.52
Industrial Hygiene/Environmental/Engineering Technician/Air monitor	hr	\$57.01
CADD Operator/Draftsperson	hr	\$48.86
Technician	hr	\$43.98
Administrative Assistant	hr	\$48.86
Secretarial & Clerical Staff	hr	\$38.29
<b>Laboratory Services</b>		
Asbestos		
Asbestos PCM Air Sample (3 Day Turnaround)	ea	\$12.70
Asbestos PCM Air Sample (24 Hour Turnaround)	ea	\$17.59
Asbestos PLM Bulk Sample (5 Day Turnaround)	ea	\$14.66
Asbestos PLM Bulk Sample (24 Hour Turnaround)	ea	\$19.55
Asbestos PLM Roof Sample (5 Day Turnaround)	ea	\$19.55
Asbestos PLM Point Count Quantification	ea	\$48.86
Asbestos TEM Air Sample (5 Day Turnaround)	ea	\$90.40
Asbestos TEM Air Sample (24 Hour Turnaround)	ea	\$146.59
Asbestos TEM Bulk Sample (3 Day Turnaround)	ea	\$117.27
Biological / Microbiological		
Direct Exam (Non-Viable / Total Spores) Fungi / Mold Samples – (Standard TAT)		
Total Fungal Spore Count & Identification – Air (Spore Trap)	ea	\$63.52
Total Fungal Spore Count & Identification – Air/WallChek (Spore Trap)	ea	\$68.41
Surface Swab, Tape or Bulk Substrate Fungal Screen & Identification	ea	\$48.86
Culturable (Viable) Fungi / Mold Samples - (Standard 10 working Day TAT)		
Fungi/Mold Identification & Numeration – Air	ea	\$58.64
Fungi/Mold Identification & Numeration – Surface Swab, Bulk Substrate or Water	ea	\$63.52
Fungi Speciation (top 3 species)	ea	\$92.84
Bacterial Samples - (Standard 10 working Day TAT)		
Bacteria Identification & Total Count - Air	ea	\$58.64
Bacteria Identification & Total Count - Surface Swab or Bulk Substrate	ea	\$63.52
Bacteria - Total coliform - Water (5 Day TAT)	ea	\$58.64
Bacteria – Sewage/Fecal contamination ( <i>E. coli</i> , <i>Enterococcus</i> & <i>Salmonella</i> ) – Wipe/Water	ea	\$97.73
Bacteria – Legionella pneumophila - Water	ea	\$97.73
Allergen Evaluation (Cat, Dog, Cockroach)	ea	\$53.75
Allergen Evaluation (Dust mite)	ea	\$83.07
Chemical		

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February 5, 2010

Item	Unit	Price Offered to GSA (including IFF)
Volatile Organic Compound (VOC) Scan – TO 15 or TO 17	ea	\$366.48
Total Volatile Organic Compounds (TVOCs) – NIOSH Method	ea	\$92.84
Aldehyde Scan	ea	\$195.46
Formaldehyde - NIOSH method	ea	\$92.84
Insecticide Scan (Organochlorine or Organophosphate)	ea	\$171.02
<b>Dust/Particulates</b>		
Diesel Particulate (Elemental Carbon) – NMAM 5040	ea	\$83.07
Particulate / Nuisance Dust, Total or Respirable – NMAM 0500 or 0600	ea	\$43.98
Silica Dust, Total or Respirable (Quartz, Cristobalite & Tridymite) – NMAM 7500	ea	\$161.25
<b>Lead / Metals</b>		
Lead Air Sample (5 Day Turnaround)	ea	\$19.55
Lead Air Sample (24 Hour Turnaround)	ea	\$24.43
Lead Bulk/Chip or Wipe Sample (5 Day Turnaround)	ea	\$19.55
Lead Bulk/Chip or Wipe Sample (24 Hour Turnaround)	ea	\$24.43
Lead Water Sample (5 Day Turnaround)	ea	\$24.43
Lead Water Sample (24 Hour Turnaround)	ea	\$29.32
Lead TCLP (5 Day Turnaround)	ea	\$146.59
Metals (Air) – Individual	ea	\$34.20
Hexavalent Chromium [Cr (VI)] – OSHA ID-215	ea	\$117.27
Heavy Metals Scan – 8 RCRA Metals	ea	\$171.02
<b>Field Equipment &amp; Supplies</b>		
Air Quality Meter - Q-Trak or equiv. (CO, CO2, temp. & RH)	day	\$180.80
Ultra-fine Particle Counter (Two-day minimum)	day	\$219.89
Ozone Meter (Two-day minimum)	day	\$117.27
Combustible Gas Meter	day	\$73.30
Organic Vapor Analyzer - OVA Meter	day	\$146.59
Total Volatile Organic Compounds - PID or FID Meter	day	\$146.59
Bioaerosol Monitor	day	\$122.16
Single Stage Microbial Sampler	day	\$73.30
Personal Air Sampling Pumps	day	\$48.86
Dräger® Tube Pump	day	\$48.86
Dräger® Tubes	ea	\$14.66
Moisture Meter	day	\$48.86
X-Ray Fluorescence (XRF) Lead Analyzer – RMD LPA-1	day	\$97.73
Noise Dosimeter	day	\$48.86
Airflow Measurement Hood – Balometer / Velometer	day	\$122.16
Data Logger/pressure transducer	day	\$305.40
Generator (5 KW)	day	\$87.95
Generator (10 KW)	day	\$136.82
Sediment Core	day	\$146.59
Vibracore Sampler	day	\$244.32
Pump – Developmental/Centrifugal	day	\$63.52
Shallow Groundwater Sampling Kit	day	\$244.32
Soil Sampling Kit	day	\$219.89
Survey Equipment	day	\$75.74
Water Level Indicator/Interface Probe	day	\$34.20
Portable Remediation Unit (50 gpm w/ airstripping unit & 3 hp SVE blower)	day	\$268.75
Portable Remediation Unit (75 gpm w/ airstripping unit & 3 hp SVE blower)	day	\$366.48

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Professional Service Industries (PSI), Inc.  
February 5, 2010

Item	Unit	Price Offered to GSA (including IFF)
Backhoe with operator	day	\$830.68
Geoprobe Drilling Rig	day	\$1,514.78
Handheld GPS unit (+/- three meter accuracy)	day	\$73.30
Barge/Boat Sampling Platform (8' x 8')	day	\$146.59
Pontoon Boat 20'	day	\$439.77
Air Boat	day	\$1,514.78
In-Line Filters	ea	\$43.98
Live Capture Traps (funnel and bucket)	ea	\$14.66
8 oz. Sample Jars with lids, 24/case	ea	\$29.32
Granular Activated Carbon cells, 1800 lbs., each	wk	\$488.64
Granular Activated Carbon cells, 600 lbs., each	wk	\$293.18
<b>Travel &amp; Other Expenses</b>		
Automobile Transportation / mile	mi	Per GSA Schedule
Support Vehicle / Truck Charge	day	\$83.07
Per Diem Food (regional variations may apply)	day	Per GSA Schedule
Per Diem Lodging (regional variations may apply)	day	Per GSA Schedule
Commercial Transportation	ea	Per GSA Schedule
<b>IDW Handling, Decontamination, Safety, Well Permits</b>		
OSHA Safety Devices (Level C) - per man	day	\$53.75
55 Gallon Steel Drums	ea	\$53.75
Transporting of Drums On-Site	hr	\$117.27
Well Development (Two-Man Crew)	hr	\$117.27
Permitting and Well Completion Report Processing	hr	\$43.98
<b>Remarks</b>		
- Personnel rates quoted are portal to portal. A min. charge of 4 hrs applies to Technician Services. Hourly Rates billed in 0.1-hr increments unless noted.		
- An overtime rate of 1.5x the regular rate will apply for all work over 8 hours per day, 40 hours per week, and for all work on Saturdays, Sundays or holidays.		
- Field rates are based on OSHA Level D Health and Safety standards. A multiplier of 1.25 will be added for Level C. Level B quoted on a site specific basis.		
- Rates do not include containerization, transportation or disposal of waste.		
- Professional services rates exclusive of expert witness deposition or testimony time.		
- Laboratory Rates are for Standard Turnaround Time (TAT), unless otherwise noted. Rush rates and quantity discount rates are available upon request.		

## Service Contract Act (SCA)

\*\* Indicates Service Contract Act (SCA) Eligible Categories

<b><u>SCA Eligible Contract Labor Category</u></b>	<b><u>SCA Matrix</u></b>	<b><u>WD Number</u></b>
	<b><u>SCA Equivalent Code - Title</u></b>	
Senior Industrial Hygiene/Environmental/Engineering Technician **	30083 Engineering Technician III	05-2123
Industrial Hygiene/Environmental/Engineering Technician/Air monitor **	30090 Environmental Technician	05-2123
CADD Operator/Draftsperson **	30061 Drafter/CAD Operator I	05-2123
Technician **	30080 engineering technician (Occ Base)	05-2123
Administrative Assistant **	01020 Administrative Assistant	05-2123
Secretarial & Clerical Staff **	01310 Secretary	05-2123

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. 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 offered are based on the preponderance of where the 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."

**PSI OFFICE LOCATIONS**



**PSI CORPORATE EXPERIENCE**

Professional Service Industries, Inc. (PSI) is a leading independent engineering testing firm and one of the largest consulting engineering firms in North America. Clients involved with site selection, design, construction and property management rely on PSI for environmental consulting, geotechnical engineering, construction materials testing and engineering, industrial hygiene services and facilities engineering and consulting. These services are backed up by state-of-the-art equipment and laboratory facilities. Through PSI’s One Company, One Call service, clients can access a wide range of engineering and environmental services, all through a single consultant. PSI has a strong reputation as an industry leader, built on more than 100 years of experience of providing business and industry with Information To Build On. Services are offered from a network of 125 offices in the U.S., with 2,500 employees. One Company, One Call – simply a better way to do business. Learn more at [www.psiusa.com](http://www.psiusa.com).

# ***PSI Position Descriptions***

## **Chief Engineer / Scientist (P.E./P.G.)**

Full technical responsibility for independently interpreting, organizing, executing and coordinating assignments. Plans and develops technical aspects of projects with unique and controversial problems. Demonstrates creativity, foresight and mature judgment in anticipating and solving unprecedented technical problems. Maintains liaison with individuals, within and outside PSI. Responsible for acting independently on technical matters. Plans, organizes and supervises work of a staff of professionals and technical support staff and resolves technical conflicts through mentoring and training. Requires a technical degree (B.S. or greater) in discipline (or otherwise categorize as a Specialist) and 20+ years of experience. Must be able to perform tasks in varying field/lab/office conditions. Must be computer literate and able to operate most field/lab/office machinery relating to one's discipline. **Professional registration/certification is required in one's discipline at this level and higher levels.**

## **Certified Industrial Hygienist (CIH) / Certified Safety Professional (CSP)**

The Certified Industrial Hygienist (CIH) or Certified Safety Professional (CSP) position requires a bachelors of science degree in a field related to the physical and/or life sciences or engineering, as well as at least 4 years of professional experience in a position where the primary responsibilities include evaluating, recognizing and controlling environmental hazards, stressors and/or safety issues in the workplace or other occupied locations that may cause adverse safety issues or health effects in individuals. An individual must possess these qualifications and have satisfactorily passed the American Board of Industrial Hygiene (ABIH) Professional Certification exam before being granted the title of Certified Industrial Hygienist (CIH), or the Board of Certified Safety Professionals (BCSP), Safety Fundamentals and/or Comprehensive Practice exam before being granted the title of Certified Safety Professional.

## **Certified Hazardous Materials Manager (CHMM) / Certified Indoor Environmentalist (CIE)**

The Certified Hazardous Materials Manager (CHMM) or Certified Indoor Environmentalist (CIE) position requires a bachelors of science degree in a field related to the physical and/or life sciences or engineering, as well as at least 4 years of professional experience in a position where the primary responsibilities include evaluating, recognizing, managing, and controlling environmental hazards and stressors in the workplace or other occupied locations that may cause adverse health effects in individuals. An individual must possess these qualifications and have satisfactorily passed the Institute of Hazardous Materials Management (IHMM) Professional Certification exam before being granted the title of Certified Hazardous Materials Manager (CHMM), or the American Indoor Air Quality Council (AIAQC), Council-certified Indoor Environmentalist exam before being granted the title of Certified Indoor Environmentalist (CIE).

## **Principal Consultant (All Service Lines)**

Senior level position with PSI. Each service line discipline has Principal Consultants within their groups. The role of the Principal Consultant is to review work product produced by other consultants/engineers/specialists, etc. This position requires a degree of certification from PSI for the technical discipline they are under. It also requires a minimum of 10 years experience in the service discipline.

## **Senior Regional Engineer, Geologist, Scientist, Industrial Hygienist, Specialist.**

Work requires application of advanced, intensive and diversified knowledge of appropriate professional/technical principles and techniques in broad assignment areas. Full technical responsibilities for interpreting, organizing, coordinating and executing assignments. Makes decisions independently on technical problems. Must perform other duties as assigned. Responsible for mentoring and training technical and support personnel. Requires a technical degree (B.S. or greater) in discipline (or otherwise categorize as a Specialist) and 20+ years of experience. Must be able to perform tasks in varying field/lab/office conditions. Must be computer literate and able to operate most field/lab/office machinery relating to one's discipline. **Professional registration/certification is required in one's discipline at this level and higher levels.**

# ***PSI Position Descriptions***

## **Senior Engineer, Geologist, Scientist, Industrial Hygienist, Biologist.**

Independently evaluates, selects and applies standard techniques, procedures and criteria within one's discipline. Work requires originality and judgment in the independent evaluation and substantial adaptation of standard techniques. Recognized as fully competent in all conventional areas and can handle multiple tasks/projects/assignments. May supervise work of other professionals and technical support personnel. Must perform other duties as assigned. Requires a technical degree (B.S.) in discipline (or otherwise categorize as a Specialist) and 6+ years of related experience. Must be able to perform tasks in varying field/lab/office conditions. Must be computer literate and able to operate most field/lab/office machinery relating to one's discipline. **Professional registration/certification is required in one's discipline at this level and higher levels.**

## **LEED® Accredited Professional (LEED-AP)**

The LEED® Accredited Professional (LEED-AP) has demonstrated a thorough understanding of green building practices and principles and the LEED Rating System, as well as at least 3 years of professional experience in a position where the responsibilities include evaluating, recognizing, managing, and controlling indoor environmental quality issues related to Green Buildings and sustainable design. An individual must possess these qualifications and have satisfactorily passed the Green Building Certification Institute (GBCI) Professional Certification exam before being granted the title of LEED® Accredited Professional (LEED-AP).

## **Project Manager**

Performs assignments that include independent evaluations using standard techniques, procedures and criteria. Must be able to use judgment in making minor adoptions and modifications to these standards. May supervise or coordinate work of technical support personnel. Requires 3+ years of related experience. **Must have completed PSI's Project Manager course.** Must be able to perform tasks in varying field/lab/office conditions. Must be computer literate and able to operate most field/lab/office equipment relating to one's discipline. **Professional registration/certification is desired in one's discipline, but not mandatory at this level.**

## **Project Engineer, Geologist, Scientist, Industrial Hygienist, Biologist, Specialist, ASB/LBP Inspector.**

Works under the direct supervision of an experienced professional to perform assignments that include independent evaluations using standard techniques, procedures and criteria. Must be able to use judgment in making minor adoptions and modifications to these standards. May supervise or coordinate work of technical support personnel. Must perform other duties as assigned. Requires a technical degree (B.S.) in discipline (except for a Specialist or ASB/LBP Inspector) and 3+ years of related experience. Must be able to perform tasks in varying field/lab/office conditions. Must be computer literate and able to operate most field/lab/office equipment relating to one's discipline. **Professional registration/certification is desired in one's discipline, but not mandatory at this level.**

## **Staff Engineer, Geologist, Scientist, Industrial Hygienist, Biologist, Specialist, ASB/LBP Inspector**

Entry level for Technical/Professional work. Works under close supervision of an experienced professional to perform assignments requiring application of standard techniques, procedures, and criteria. Performs specific and limited portions of a broader assignment of an experienced professional. Must perform other duties as assigned. Requires a technical degree (B.S.) in discipline (except for a Specialist or ASB/LBP Inspector) and <3 years of experience. If the degree is not in the discipline, categorize as a Specialist. Must be able to perform tasks in varying field/lab/office conditions. Must be computer literate and able to operate most field/lab/office machinery.

## **Senior Industrial Hygiene/Environmental/Engineering Technician (Level IV)**

Supervises and performs complex work tasks. May act as dispatcher. Has thorough knowledge of testing and observation requirements. National and state accreditation certifications may be required. May act as project manager and direct/train other technicians. Typically requires 10+ years of experience.

# ***PSI Position Descriptions***

## **GIS Specialist**

The GIS Specialist must be able to work with related software and programs to create and maintain data and/or maps that can be combined with geographically referenced data and to relate different types of data such as socioeconomic, demographic, administrative or political boundaries, land use, land cover, environmental, infrastructure, and transportation networks. GIS Specialists must be able to perform the following tasks: Create maps and graphs, using GIS software and related equipment; meet with users to define data needs, project requirements, required outputs, or to develop applications; conduct research to locate and obtain existing databases, gather, analyze, and integrate spatial data from staff and determine how best the information can be displayed using GIS; compile geographic data from a variety of sources including censuses, field observation, satellite imagery, aerial photographs, and existing maps; analyze spatial data for geographic statistics to incorporate into documents and reports; design and update database, applying additional knowledge of spatial feature representations; enter new map data through use of a digitizer or by direct input of coordinate information using the principles of cartography including coordinate systems, longitude, latitude, elevation, topography, and map scales; analyze geographic relationships among varying types of data; prepare metadata and other documentation; operate and maintain GIS system hardware, software, plotter, digitizer, color printer, and video camera; move, copy, delete, and add files, drawings, and maps to output reports in hard copy or electronic transfer; present information to users and answer questions; retrieve stored maps. Good vision and manual dexterity required. Performed under general supervision. Typically requires 2+ years of experience. Specialized vocational education, such as an associates degree in Geography is required.

## **Environmental / Engineering Technician**

Assists Engineers and other PSI Professionals by performing a variety of testing, project specific observations, and site assessment duties. Operates equipment, conducts tests/assessments and reports data. Works from drawings, specifications, diagrams, schematics and specific verbal and written instructions. Uses specific methods to observe site activities and take samples and perform tests. Makes minor adjustments and modifications as needed. Requires high school diploma/GED and valid/current state drivers license and additional training in technical area preferred. May require certifications/training such as: OSHA 40-Hour, NICET, ACI, AWS, ASNT, HAZWOPER, etc.

Positions require ability to lift and/or move 25-50 pounds regularly. Must be able to accomplish tasks under adverse weather and/or site conditions. Working environment will be moderately noisy to loud in nature. Some positions may require working in confined spaces or climbing and working at above average heights. Good vision and manual dexterity required.

Entry level technicians, <1 years experience, work under direct supervision using prescribed methods. Technicians with more experience, typically 2+ years, may work under general supervision and perform on site observations, takes samples, perform specific tests and maintain records of more complex nature. Technicians with significant experience, typically 5+ years, and a thorough knowledge of testing and observation requirements, perform and may supervise more complex work tasks, and may train other technicians. National, state or local accreditation certifications may be required.

## **Industrial Hygiene Technician, Air Monitor**

Works under close supervision of an experienced professional to perform assignments requiring application of standard techniques, procedures, and criteria. Performs specific and limited portions of a broader assignment of an experienced professional. Requires high school diploma/GED and valid/current state drivers license and additional training in technical area preferred. Entry level technicians, <1 years experience, work under direct supervision using prescribed methods. Technicians with more experience, typically 2+ years, may work under general supervision and perform on site observations, takes samples, perform specific tests and maintain records of more complex nature. Technicians with significant experience, typically 5+ years, and a thorough knowledge of testing and observation requirements, perform and may supervise more complex work tasks, and may train other technicians. Must be able to perform tasks in varying field/lab/office conditions. Must have appropriate credentials including federal, state or local accreditations and/or licenses.

# ***PSI Position Descriptions***

## **Drafter/CADD Operator**

Provides drafting support by preparing wide variety of detailed drawings, sketches, diagrams, either manually or using CAD equipment. Works from variety of sources such as notes, sketches or general instructions to prepare drawings. Understands drafting techniques and is familiar with engineering terminology. Has mechanical aptitude with graphic arts ability. Requires ability to complete complex calculations. May require specialized vocational education.

## **Administrative Assistant**

Types routine memos, correspondence, forms, technical and/or confidential reports from rough drafts, revised drafts, or dictation. Composes simple correspondence. Receives incoming calls, answers routine inquiries and routes calls to appropriate individual. Maintains business calendar. Opens and distributes mail. Performs other clerical tasks, such as establishing and maintaining filing system, copying, ordering supplies and sorting material. Performs secretarial tasks for one or more people. Requires knowledge of grammar, spelling, punctuation, office procedures, and equipment. Good organization skills and communication skills necessary. Ability to type 50 - 60 words per minute. Requires ability to lift and/or move up to 20 pounds occasionally. May be exposed to dust and/or odors from laboratory operations. Must be able to see and hear clearly and possess dexterity to operate office equipment.

Typically requires a high school diploma/GED, computer literacy, and typically some secretarial experience and/ or additional training.

## **Secretarial & Clerical Staff**

Type routine forms, correspondence or reports from drafts following defined procedures and instructions. Sets up standard tabulations of copies, charts and tables, which have already been established. Proofreads work and corrects errors. Answers incoming phone calls and refers to proper person or takes messages. Performs other routine clerical duties including sorting, filing, and retrieving materials. Must perform other duties as assigned. Requires basic typing/word processing skills, proper use of grammar, spelling and punctuation. Requires ability to follow specific instructions, to read, write and communicate in both written and verbal formats. Usually types about 45 words per minute. Requires ability to lift and/or move up to 20 pounds occasionally. May be exposed to dust and/or odors from laboratory operations. Must be able to see and hear clearly and possess dexterity to operate office equipment.