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Contract Information

Schedule Title:	Environmental Services
Industrial Group Number:	899
Industrial Class Number:	8999
Contract Number:	GS-10F-0157K
Contract Period:	3/29/00 - 9/24/15
Contractor:	Amec Foster Wheeler Environment & Infrastructure, Inc. 751 Arbor Way, Ste 180 Blue Bell, PA 19422 Ph: (610) 828-8100 Fax: (610) 828-6700
Contract Administrator:	Cuong Vu 751 Arbor Way, Ste 180 Blue Bell, PA 19422 Ph: (610) 877-6021 Fax: (610) 828-6700 E-mail: cuong.vu@amecfw.com

For More Information Contact:

Peter Baker
Phone: 207-775-5401
Fax: 207-772-4762
E-mail: Peter.baker@amecfw.com

Business Size: Large

For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at fss.gsa.gov

Customer Information

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

Special Item Number (SIN)	Title
899-1/RC	Environmental Consulting Services
899-3/RC	Environmental Training Services
899-7/RC	Geographic Information Systems (GIS) Services
899-8/RC	Remediation and Reclamation Services

1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:** N/A

1c. **LABOR RATES:**

SIN 899-1, 899-3, 899-7, 899-8: For labor category titles, descriptions, and rates please see Pages 7 – 21.

2. **MAXIMUM ORDER*:** \$1,000,000.00

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

3. **MINIMUM ORDER:** \$100.00

4. **GEOGRAPHIC COVERAGE:** Worldwide

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

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

7. **QUANTITY DISCOUNT(S):** None

8. **PROMPT PAYMENT TERMS:** Net 30 Days. Information for Ordering Office: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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

Contact Contract Administrator

- 9b. **Government Purchase Cards are accepted above the micro-purchase threshold.** Contact Contract Administrator
- 10. **FOREIGN ITEMS:** None
- 11a. **TIME OF DELIVERY:** Per SOW
- 11b. **EXPEDITED DELIVERY:** Contact Contract Administrator
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact Contract Administrator
- 11d. **URGENT REQUIRMENTS:** Contact Contract Administrator
- 12. **FOB POINT:** Destination
- 13a. **ORDERING ADDRESS:** Same as Contractor's address
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3
- 14. **PAYMENT ADDRESS:**

Amec Foster Wheeler Environment & Infrastructure, Inc.
24376 Network Place
Chicago, IL 60673-1376
- 15. **WARRANTY PROVISION:** N/A
- 16. **EXPORT PACKING CHARGES:** N/A
- 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Contact Contract Administrator
- 18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
- 19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
- 20a. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20b. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
- 22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
- 23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 Compliance for EIT:** N/A

25. **DUNS NUMBER:** 038086125
 26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Registration valid until current expiration
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Contract Overview

Amec Foster Wheeler Environment & Infrastructure, Inc. (Amec Foster Wheeler) has been awarded a GSA Environmental Services contract, Contract No. GS-10F-0157K. The current contract period of performance is March 29, 2000 through September 24, 2015 with an additional five-year options that may be exercised by the government following the base period. The contract provides for orders to be placed as fixed-price (FP) or labor hour task orders using the labor categories and ceiling rates defined in our catalog. There is no dollar value ceiling for this contract.

The contract is available for use by:

- All federal government agencies and specified organizations
 - Executive agencies
 - Other Federal agencies
 - Mixed-ownership Government corporations
 - The District of Columbia
 - Government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract
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About Amec Foster Wheeler

Amec Foster Wheeler (www.amecfw.com) designs, delivers and maintains strategic and complex assets for its customers across the global energy and related sectors.

With pro-forma 2014 annualised scope revenues of £5.5 billion and over 40,000 employees in more than 50 countries, the company operates across the whole of the oil and gas industry – from production through to refining, processing and distribution of derivative products – and in the mining, clean energy, power generation, pharma, environment and infrastructure markets.

Amec Foster Wheeler shares are publicly traded on the London Stock Exchange and its American Depositary Shares are traded on the New York Stock Exchange. Both trade under the ticker AMFW.

SIN 899-1 & 899-1RC Environmental Consulting Services

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

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

SIN 899-3 & 899-3RC Environmental Training Services

This SIN is designed to aid agencies in training personnel in a variety of environmentally related subjects in order to meet Federal mandates and Executive Orders. Environmentally related training can be conducted on- or off-site using standard off-the-

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

SIN 899-7 & 899-7RC Geographic Information Systems (GIS) Services

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

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

SIN 899-8 & 899-8RC Remediation and Reclamation Services

Remediation and Reclamation Services Remediation services include, but are not limited to: Excavation, removal and disposal of hazardous waste; Site preparation, characterization, field investigation, conservation and closures; Wetland restoration; Emergency response clean up (ERC); Underground storage tank/above-ground storage tank (UST/AST) removal; Air monitoring; Soil vapor extraction; Stabilization /

solidification, bio-venting, carbon absorption, reactive walls, containment, monitoring and/or reduction of hazardous waste sites, as well as unexploded ordnance removal; Remediation-related laboratory testing (e.g., biological, chemical, physical, pollution and soil testing). Reclamation services include, but are not limited to: Land (e.g., creating new land from sea or riverbeds and/or restoring areas to a more natural state, such as after pollution, desertification, or salination have made it unusable); and Water and refrigerant reclamation.

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

Rates

The rates reflect hourly rates that include the 0.75% Industrial Funding Fee. The Government Hourly Rates (Billable Rates) for the following labor categories are listed as follows for Amec Foster Wheeler for SIN 899-1, SIN 899-3, SIN 899-7, and SIN 899-8:

Labor Category	Government Hourly Rate	Government Daily Rate
Field Technician **	\$39.75	\$318.00
Senior Field Technician **	\$60.00	\$480.00
Staff Engineer & Scientist	\$58.26	\$466.08
Project Engineer & Scientist	\$68.32	\$546.56
Senior Engineer & Scientist	\$85.78	\$686.24
Associate Engineer & Scientist	\$110.43	\$883.44
Principal Engineer & Scientist	\$140.60	\$1,124.80
Consulting Vice President	\$176.51	\$1,412.08
Clerical **	\$35.16	\$281.28
Technical Word Processor **	\$44.89	\$359.12
Drafter/CAD Operator **	\$63.49	\$507.92
Project Admin/Coordinator **	\$64.81	\$518.48
Technical Editor	\$67.44	\$539.52

SCA MATRIX

SCA Eligible Contract Labor Category	SCA Equivalent Code- Title	WD Number
Project Admin/Coordinator	01020 - Administrative Assistant	2005-2113
Drafter/CAD Operator	14043 - Computer Operator III	2005-2113

Sr. Field Technician	30210 - Laboratory Technician 30090 - Environmental Technician	2005-2113 2005-2113
Technical Word Processor	01612 - Word Processor	2005-2113
Field Technician	30210 - Laboratory Technician 30090 - Environmental Technician	2005-2113 2005-2113
Clerical	01112 - General Clerk II	2005-2113

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 Determinations Number(s) identified in the 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.

The following prices are per person for courses available under SIN 899-3:

Course Title	Gov Price	Min. # Participates	Length of Course	\$ Excess of Minutes	Max # of Partic
Personal Protective Equipment	\$498.75	10	4 hours	\$14.96	25
Respiratory Protection	\$498.75	10	4 hours	\$14.96	25
Fall Protection	\$1,745.63	10	8 hours	\$24.94	20
Radiation Protection	\$1,745.63	10	8 hours	\$24.94	20
Laboratory Safety	\$947.63	10	4 hours	\$14.96	25
Bloodborne Pathogens Awareness	\$498.75	10	2 hours	\$14.96	25
Soil Prev, Control, & Countermeasures	\$947.63	10	4 hours	\$14.96	25
RCRA for Supvs	\$1,745.63	10	8 hours	\$24.94	25
RCRA for Handlers	\$947.63	10	4 hours	\$24.94	25
Ergonomics Awareness	\$947.63	10	4 hours	\$14.96	25
Hazard Comm - Supervisors	\$947.63	10	4 hours	\$14.96	25
Hazard Comm Awareness	\$498.75	10	2 hours	\$14.96	35
Electrical Safety Awareness	\$947.63	10	4 hours	\$14.96	25
Basic CPR	\$748.13	10	4 hours	\$24.94	20
Basic First Aid	\$748.13	10	4 hours	\$14.96	20
Confined Space Entry Regs & Practice	\$1,745.63	10	8 hours	\$24.94	20
Confined Space Entry Awareness	\$997.50	10	4 hours	\$14.96	20
Construction Standards (29 CFR 1926)	\$2,493.75	10	10 hours	\$34.91	25
Supervisor Safety	\$1,745.63	10	8 hours	\$24.94	25
Lead Abatement Supervisor	\$6,483.75	10	32 hours	\$49.88	20

Lead Abatement Contractor	\$5,486.25	10	24 hours	\$49.88	20
Asbestos Abatement - Supervisors	\$6,483.75	10	32 hours	\$49.88	20
Asbestos Abatement - Contractors	\$5,486.25	10	24 hours	\$49.88	20
HazMat Chemistry for the Non-Chemist	\$1,745.63	10	8 hours	\$24.94	20
DOT Regs (HM-126, HM-181, HM-125)	\$1,745.63	10	8 hours	\$24.94	25
Environmental Regulations Overview	\$1,745.63	10	8 hours	\$24.94	25
HazMat Refresher	\$1,745.63	10	8 hours	\$24.94	25
HAZWOPER	\$8,478.75	10	40 hours	\$49.88	25
HazMat Emergency Responder	\$5,486.25	10	24 hours	\$49.88	25

Description of Labor Categories for GS-10F-0157K

Field Technician

Typical Responsibilities:

- Performs all laboratory tests, non-standard procedures; develops modified procedures.
- May utilize complex instrumentation.
- Calculates test results.
- Gathers and maintains data records.
- May train less experienced Lab Technicians.

Typical Requirements:

- High School Diploma
- 3+ years of related experience; 2+ years with A.A. degree or vocational training.
- Mathematical aptitude
- Adequate oral and written communication skills
- If the job requires solo work assignments outside the office, then a valid driver's license is required.
- Drug screen, background check, and social security # verification.
- If the job requires work with hazardous waste, then a physical exam is required to obtain medical clearance.
- Flexibility to work outside normal business

hours as required.

Senior Field Technician

Typical Responsibilities:

- Performs all laboratory tests, non-standard procedures; develops modified procedures.
- Utilizes complex instrumentation.
- Calculates test results.
- Gathers and maintains data records.
- Trains less experienced Lab Technicians.
- Writes laboratory reports and procedures.
- Ensures conformance with QC standards.

Typical Requirements:

- High School Diploma
- 6+ years of related experience; 5+ with A.A. degree or vocational training.
- Experience with complex instrumentation
- Strong mathematical skills
- Adequate oral and written communication skills
- If the job requires solo work assignments outside the office, then a valid driver's license is required.
- Drug screen, background check, and social security # verification.
- If the job requires work with hazardous waste, then a physical exam is required to obtain medical clearance.
- Flexibility to work outside normal business hours as required.

Staff Engineer & Scientist

Typical Responsibilities:

- Performs field exploration, inspection, analysis; provides technical support with supervision.
- Acts as a data gatherer; prepares maps, charts; runs simple computer programs.
- Performs field testing; uses equipment and instrumentation.
- Interprets data and test results. With experience, may write complete reports.
- Prepares field reports, internal correspondence, sections of formal reports.
- May be assigned field construction responsibilities.
- With experience, may supervise

- subcontractors and/or company employees.
- Follows company safety standards, site safety standards, and provides all required permitting.
- Contacts vendors; researches literature and regulatory requirements; prepares draft designs.
- Conducts engineering or scientific calculations; coordinates geometry; performs minimal design work, preliminary analysis, and layout.
- Performs routine calculations.

Typical Requirements:

- B.S. or M.S. Engineering, Scientific Discipline, or related technical field.
- 0 - 2 years of related experience.
- E.I.T. for engineers (preferred).
- If the job requires solo work assignments outside the office, then a valid driver's license is required.
- If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
- Flexibility to work outside normal business hours as required.

Project Engineer & Scientist

Typical Responsibilities:

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

- As member of a design team, or in support of more senior staff, prepares plans and specifications.

Typical Requirements:

- B.S. or M.S. Engineering, Scientific Discipline, or related technical field.
- 3 + years of experience with B.S.; 2 + years with M.S.
- E.I.T. for engineers (preferred).
- Demonstrated professional judgment, consistency, and attention to detail; track record of quality work products.
- Experience performing independent analysis and problem solving.
- Demonstrated organizational skills.
- Strong oral and written communication skills; experience preparing reports that demonstrate technical knowledge.
- Demonstrated experience working successfully in a team environment.
- If the job requires solo work assignments outside of the office, then a valid driver's license is required.
- If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
- Flexibility to work outside normal business hours as required.

Senior Engineer & Scientist

Typical Responsibilities:

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

Typical Requirements:

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

Associate Engineer & Scientist

Typical Responsibilities:

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

Typical Requirements:

- B.S. or M.S. Engineering, Scientific Discipline, or related technical field.
- 9 + years of related experience with B.S.; 8 +

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

Principal Engineer & Scientist

Typical Responsibilities:

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

Typical Requirements:

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

Consultant Vice President

Typical Responsibilities:

- Manages multiple and technically difficult projects (if designated as a Project Manager); has authority to commit company resources.
- Provides advanced leadership to technical staff.
- Serves as a top technical advisor to other groups and clients.
- Develops, reviews, and signs proposals in accordance with company policy.
- Develops, reviews, and signs reports and

contract documents in accordance with company policy.

- Leads business development efforts within discipline and attracts work based on personal reputation as an expert.
- Takes major role in guiding the firm financially, technically, and administratively, including quality assurance, technical excellence, and operations management.
- Takes major role in the development and implementation of business plans.
- Represents the company with clients and at technical forums.
- Publishes papers related to discipline.

Typical Requirements:

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

Clerical

Typical Responsibilities:

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

Typical Requirements:

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

Technical Word Processor

Typical Responsibilities:

- Prepares intermediate and complex reports, letters, manuals, and memoranda using personal computer.
- Transcribes routine information, correspondence, data, etc. from dictation

machine, written draft, rough copy, or computer disk to final form.

- Checks, proofreads, and corrects own and others word processing output.

Typical Requirements:

- High School Diploma.
- 3+ years of related experience.
- Full proficiency with advanced, multi-function word processing software.
- Typing speed of 65+ WPM (corrected).
- Ability to comprehend a routine range of business terms and vocabulary and basic engineering and scientific terminology.
- If the job requires solo work assignments outside the office, then a valid driver's license is required.
- Drug screen, background check, and social security # verification.
- Flexibility to work outside normal business hours as required

Drafter /CAD Operator

Typical Responsibilities:

- According to established standards and procedures, performs detailing, redrawing, lettering, and tracing of elementary engineering drawings from given data
- Produces finished artwork in the form of flow charts, schedules, organization charts, viewgraphs, site maps, cross sections as well as technical charts, graphs and logs.
- Prepares complete, detailed drawings, working plans, and presentation graphics from notes, verbal instructions, and rough or detailed sketches.
- Performs calculations needed to solve scaling, dimensioning, and cross section interpolations.
- Performs complex graphics.
- Operates Auto CAD input station using digitizer, console unit, disk storage, and pre-programmed material to develop finished drawing.
- Operates plotter to transfer developed drawings from disk or tape storage to reproducible medium.
- Creates drafting standards for others to follow on computer, with approval of Director of Engineering and Science.

- May assume lead task role on small project.

Typical Requirements:

- High School Diploma
- 4+ years of related experience
- A.A. degree in related field or vocational training.
- AutoCAD training and experience.
- Adequate oral and written communication skills.
- If the job requires solo work assignments outside the office, then a valid driver's license is required.
- Drug screen, background check, and social security # verification.
- Flexibility to work outside normal business hours as required.

Project Admin/Coordinator

Typical Responsibilities:

- Project Tracking and Control - Ensures the accuracy of financial information produced for multiple projects including large, multi-tasked or complex projects; maximizes job profitability and minimizes financial risk.
- Contract Administration - Ensures project contractual deliverables are addressed on a timely basis; minimizes company's risk associated with non-recoverable expenses and other risk management issues.
- Document Production and Control - Ensures production schedules are met and the presentation formats of documents meet company standards.
- General Liaison/Interface - Ensures administrative correspondence produced by company for clients is a professional reflection of the company.
- Personnel Direction/Management - Provides direction and administrative quality control to project team members to ensure project needs are met on time and within budget.

Typical Requirements:

- Bachelor's degree in Business Administration, Engineering, or Accounting.
- 5+ years of related experience.
- Comprehensive knowledge of engineering and environmental services, accounting, business

administration, and project management practices.

- Successful experience leading and coaching staff and exercising organizational skills.
- Excellent written, verbal, and interpersonal communication skills.
- Significant experience with project planning, scheduling, and estimating.
- Experience handling administrative requirements of large, multi-task projects.
- If the job requires solo work assignments outside the office, then a valid driver's license is required.
- Drug screen, background check, and social security # verification.
- Flexibility to work outside normal business hours as required.

Technical Editor

Typical Responsibilities:

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

Typical Requirements:

- High School diploma; Associates degree or non-technical Bachelor's degree preferred.
- 7+ years of related experience.

- Technical aptitude.
- Skilled at basic or standard field procedures and techniques.
- If the job requires solo work assignments outside the office, then a valid driver's license is required.
- Drug screen, background check, and social security # verification.
- If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance.
- Flexibility to work outside normal business hours as required.