



**GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

**SCHEDULE TITLE:** 899 – Environmental Services  
FSC Group: 899

**CONTRACT NUMBER:** **GS-10F-0230J**

**CONTRACT PERIOD:** September 10, 1999 – September 9, 2004 (Base Period – exercised)  
September 10, 2004 – September 9, 2009 (Option Period 1 – exercised)  
September 10, 2009 – September 9, 2014 (Option Period 2 – exercised)  
**September 10, 2014 – September 9, 2019 (Option Period 3 – exercised)**

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at [www.gsa.gov](http://www.gsa.gov).

**CONTRACTOR:** **Amec Foster Wheeler Environment & Infrastructure, Inc. (Amec Foster Wheeler)**  
751 Arbor Way, STE 180  
Blue Bell, PA 19422

**CONTRACT ADMINISTRATOR:**  
Address: **Cuong Vu**  
Amec Foster Wheeler Environment & Infrastructure, Inc.  
751 Arbor Way, STE 180  
Blue Bell, PA 19422  
Telephone: (610) 828-8100  
Direct: (610) 877-6021  
Fax: (610) 828-5430  
Email: [cuong.vu@amecfw.com](mailto:cuong.vu@amecfw.com)  
Web Site: [www.amecfw.com](http://www.amecfw.com)

**PROGRAM MANAGER:**  
Address: **Peter Baker**  
Amec Foster Wheeler Environment & Infrastructure, Inc.  
511 Congress St.  
Portland, ME 04101  
Telephone: (207) 775-5401  
Direct: (207) 828-3692  
Fax: (207) 772-4762  
Email: [peter.baker@amecfw.com](mailto:peter.baker@amecfw.com)

**BUSINESS SIZE:** Other than Small

**CAGE CODE:** 1U1W9

**FEDERAL TAX ID:**

91-1641772

**ABOUT Amec Foster Wheeler:**

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

With pro-forma 2013 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.

**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 Page 6.

**2. MAXIMUM ORDER: \$1,000,000.00****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 prices****7. QUANTITY DISCOUNT(S):**

The following discounts were agreed upon:

All orders >\$500,000 receive a 0.25% discount

All orders > \$1,500,000 receive a 0.5% discount

All orders > \$3,000,000 receive a 0.75% discount

If the BPA Agreement >\$100,000 all Federal entities will receive a 0.25% discount

**8. PROMPT PAYMENT TERMS: 0.25% net 10 days, net 30 days****9a. Government Purchase Cards are accepted at or below the micro-purchase threshold.**

- 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 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):** As set forth in the contract and orders
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):** Amec Foster Wheeler has a company-wide policy of using energy efficient office equipment and recycled materials
- 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

## **LIST OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

### **SIN 899-1 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 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 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 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.

#### **DESCRIPTION OF LABOR CATEGORY TITLES AND RATES**

Labor Categories under SINs 899-1, 899-1RC, 899-3, 899-3RC, 899-7, 899-7RC, 899-8, and 899-8RC	Option Period 3				
	Year 16 9/10/14 – 9/9/15	Year 17 9/10/15 – 9/9/16	Year 18 9/10/16 – 9/9/17	Year 19 9/10/17 – 9/9/18	Year 20 9/10/18 – 9/9/19
Technician Aide	\$43.00	\$43.78	\$44.56	\$45.37	\$46.18
Technician 1	\$46.48	\$47.32	\$48.17	\$49.03	\$49.92
Technician 2	\$54.45	\$55.43	\$56.43	\$57.44	\$58.48
Technician 3	\$60.81	\$61.90	\$63.01	\$64.15	\$65.30
Technician 4	\$68.92	\$70.16	\$71.42	\$72.71	\$74.01
General Clerk / Receptionist	\$46.35	\$47.18	\$48.03	\$48.90	\$49.78
Administrative Assistant 1	\$54.18	\$55.15	\$56.14	\$57.15	\$58.18
Administrative Assistant 2	\$62.24	\$63.36	\$64.50	\$65.66	\$66.84
Administrative Coordinator	\$75.37	\$76.72	\$78.10	\$79.51	\$80.94
Word Processor 1	\$62.51	\$63.63	\$64.78	\$65.95	\$67.13
Word Processor 2	\$65.90	\$67.09	\$68.30	\$69.52	\$70.78

Project Administrator 1	\$62.65	\$63.78	\$64.93	\$66.09	\$67.28
Project Administrator 2	\$66.72	\$67.92	\$69.14	\$70.38	\$71.65
Scientist Specialist 1	\$61.43	\$62.54	\$63.66	\$64.81	\$65.97
Scientist Specialist 2	\$72.42	\$73.73	\$75.05	\$76.40	\$77.78
Scientist Specialist 3	\$84.33	\$85.85	\$87.40	\$88.97	\$90.57
Scientist Specialist 4	\$98.27	\$100.04	\$101.84	\$103.67	\$105.54
Scientist Specialist 5	\$114.51	\$116.57	\$118.67	\$120.80	\$122.98
Scientist Specialist 6	\$150.73	\$153.44	\$156.21	\$159.02	\$161.88
Engineer 1	\$72.42	\$73.73	\$75.05	\$76.40	\$77.78
Engineer 2	\$84.33	\$85.85	\$87.40	\$88.97	\$90.57
Engineer 3	\$98.27	\$100.04	\$101.84	\$103.67	\$105.54
Engineer 4	\$114.33	\$116.39	\$118.48	\$120.61	\$122.78
Engineer 5	\$150.41	\$153.12	\$155.87	\$158.68	\$161.53
Technical Specialist 1	\$169.06	\$172.10	\$175.20	\$178.35	\$181.56
Technical Specialist 2	\$203.14	\$206.80	\$210.52	\$214.31	\$218.17
Project Manager 1	\$150.73	\$153.44	\$156.21	\$159.02	\$161.88
Project Manager 2	\$168.47	\$171.51	\$174.59	\$177.74	\$180.94
Program Manager	\$201.33	\$204.95	\$208.64	\$212.40	\$216.22
Line 1 / Branch Manager	\$150.41	\$153.12	\$155.87	\$158.68	\$161.53
Line 2 / Office Manager	\$168.34	\$171.37	\$174.46	\$177.60	\$180.79
General Manager 1	\$201.16	\$204.78	\$208.47	\$212.22	\$216.04

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Technician Aide	30081 – Engineering Tech I	2005-2455
Technician 1	30082 – Engineering Tech II	2005-2455
Technician 2	30083 – Engineering Tech III	2005-2455
Technician 3	30084 – Engineering Tech IV	2005-2455
Technician 4	30085 – Engineering Tech V	2005-2455
General Clerk/Receptionist	01280 – Receptionist	2005-2455
Administrative Assistant 1	01020 – Administrative Assistant	2005-2455
Administrative Assistant 2	01020 – Administrative Assistant	2005-2455
Administrative Coordinator	01020 – Administrative Assistant	2005-2455
Word Processor 1	01611 – Word Processor I	2005-2455
Word Processor 2	01612 – Word Processor II	2005-2455
Project Administrator 1	01020 – Administrative Assistant	2005-2455
Project Administrator 2	01020 – Administrative Assistant	2005-2455

*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.*

**Job Title:** Technician Aide

**Functional Responsibility:**

Assist in conducting tests and investigations in the field or laboratory to obtain data for use by environmental, engineering and scientific personnel in determining environmental, engineering or physical properties of soil, bedrock, construction materials, air and aquatic ecosystems.

**Experience:** Minimum 8 months applicable experience

**Education:** High school diploma

**Job Title:** Technician 1

**Functional Responsibility:**

Conduct tests and investigations in the field or laboratory to obtain data for use by environmental, engineering and scientific personnel in determining environmental, engineering or physical properties of soil, bedrock, construction materials, air and aquatic ecosystems. Conduct quantitative and qualitative analyses to determine chemical and physical properties of experimental and developmental materials. Perform laboratory and field tests according to prescribed procedures, processes and standards.

**Experience:** Minimum 1 year

**Education:** Technical diploma

**Job Title:** Technician 2

**Functional Responsibility:**

Conduct tests and investigations in the field or laboratory to obtain data for use by environmental, engineering and scientific personnel in determining environmental, engineering or physical properties of soil, bedrock, construction materials, air and aquatic ecosystems. Perform laboratory and field tests according to prescribed procedures, processes and standards.

**Experience:** Minimum 2 years

**Education:** Technical diploma

**Job Title:** Technician 3

**Functional Responsibility:**

Conducts tests and investigations in the field or laboratory to obtain data for use by environmental, engineering and scientific personnel in determining engineering, environmental, or physical properties of soil, bedrock, construction materials, air and aquatic ecosystems. Provide some training in basic methods and procedures to lower level technical personnel.

**Experience:** Minimum 6 years

**Education:** Technical diploma

**Job Title:** Technician 4

**Functional Responsibility:**

Conducts tests and investigations in the field or laboratory to obtain data for use by environmental, engineering and scientific personnel in determining engineering, environmental, or physical properties of soil, bedrock, construction materials, air and aquatic ecosystems. Conducts quantitative and qualitative analyses to determine chemical and physical properties of experimental and developmental materials. Perform laboratory and field tests according to prescribed procedures, processes and standards. Collect



air, water or soil samples prepare samples for testing, record data, and prepare summary reports.

**Experience:** Minimum 10 years

**Education:** Technical diploma

**Job Title:** **General Clerk / Receptionist**

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

**Experience:** Entry level position

**Education:** High school diploma

**Job Title:** **Administrative Assistant 1**

**Functional Responsibility:**  
Provides clerical and administrative support to a group of management/professional employees

**Experience:** Minimum 1 year

**Education:** High school diploma and some formal secretarial or business training

**Job Title:** **Administrative Assistant 2**

**Functional Responsibility:**  
Provides high-level clerical and administrative support to a group of senior management / professional employees. Provides work direction to lower level clerical employees. Conduct new employee orientation.

**Experience:** Minimum 2 years

**Education:** High school diploma. Formal secretarial or business training

**Job Title:** **Administrative Coordinator**

**Functional Responsibility:**  
Performs diversified and complex administrative duties, provides administrative support for senior executive or large business unit; prepares reports to governmental / external agencies regarding financial matters; may be responsible for independently overseeing the administration of programs.

**Experience:** Minimum 7 years

**Education:** High school diploma. Formal secretarial or business training

**Job Title:** **Word Processor 1**

**Functional Responsibility:**  
Performs clerical and administrative support to a group of management / professional employees

and to manage the administrative aspects of one or more functions.

**Experience:** Minimum 1 year

**Education:** High school diploma. Some formal training in word processing and or secretarial skills

**Job Title:** **Word Processor 2**

**Functional Responsibility:**

Provides high-level clerical and administrative support to a group of senior management / professional employees and to manage the administrative aspects of one or more functions.

**Experience:** Minimum 2 years

**Education:** High school diploma. Some formal training in word processing and or secretarial skills

**Job Title:** **Project Administrator 1**

**Functional Responsibility:**

Provides office administrative support including document control, formatting and editing technical reports, maintaining files and inventory, collections (accounts receivable), and assisting in procurement and purchase of office supplies.

**Experience:** Minimum 2 years

**Education:** High school diploma. Some formal business training

**Job Title:** **Project Administrator 2**

**Functional Responsibility:**

Provides high-level clerical and administrative support to office professional and management personnel and to manage the administrative aspects of one or more functions.

**Experience:** Minimum 4 years

**Education:** High school diploma. College level coursework in business preferred. Some formal business training

**Job Title:** **Scientist Specialist 1**

**Functional Responsibility:**

Under close, direct supervision, to provide data analysis and report preparation in one or more of the physical sciences and to enhance knowledge of assigned subject matter and other aspects of scientific study and consulting practice.

**Experience:** Entry level position

**Education:** BS/BA in one of the physical or natural sciences

**Job Title:**                      **Scientist Specialist 2**

**Functional Responsibility:**

Assignments of limited scope and complexity related to a scientific type discipline. Work supervised in detail. May give guidance to junior professionals or technician staff.

**Experience:**                      Minimum 2 years in a scientific / specialist position

**Education:**                      BS/BA in one of the physical or natural sciences

**Job Title:**                      **Scientist Specialist 3**

**Functional Responsibility:**

Provides technical expertise to moderately complex projects related to a scientific type discipline. Works under general supervision. Provides work direction to junior professional or technician staff.

**Experience:**                      Minimum 4 years in increasingly complex scientist / specialist positions

**Education:**                      BS/BA in one of the physical or natural sciences

**Job Title:**                      **Scientist Specialist 4**

**Functional Responsibility:**

Provides technical expertise to moderately complex projects related to a scientific type discipline. Works under general supervision. Provides work direction to junior professional or technician staff.

**Experience:**                      Minimum 6 years in increasingly complex scientist / specialist positions

**Education:**                      BS/BA in one of the physical or natural sciences

**Job Title:**                      **Scientist Specialist 5**

**Functional Responsibility:**

Fully qualified as a consultant in all conventional aspects of a scientific discipline. Recognized by immediate and senior management as a technical resource.

**Experience:**                      Minimum 8 years in increasingly complex scientist / specialist positions

**Education:**                      BS/BA in one of the physical or natural sciences

**Job Title:**                      **Scientist Specialist 6**

**Functional Responsibility:**

Full specialization in complex scientific applications. Performs analyses for highly complex technical projects and provides reviews for projects within area of expertise. Would have industry recognition. Participates in highest levels of projects and seen by management as part of strategic growth plan.

**Experience:**                      Minimum 10 years in increasingly complex scientist / specialist positions

**Education:**                      BS/BA in one of the physical or natural sciences

**Job Title:**                      **Engineer 1**

**Functional Responsibility:**

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

**Experience:**                      Entry level position

**Education:**                      BS in engineering

**Job Title:**                      **Engineer 2**

**Functional Responsibility:**

Assignments of limited scope and complexity related to an engineering type discipline. Work supervised in detail. May give guidance to junior professionals or technician staff.

**Experience:**                      Minimum 2 years

**Education:**                      BS in engineering

**Job Title:**                      **Engineer 3**

**Functional Responsibility:**

Provides technical expertise to moderately complex projects related to an engineering type discipline. Works under general supervision. Provides work direction to junior professional or technician staff.

**Experience:**                      Minimum 4 years

**Education:**                      BS in engineering

**Job Title:**                      **Engineer 4**

**Functional Responsibility:**

Provides technical expertise to moderately complex projects related to an engineering type discipline. Works under general supervision. Provides work direction to junior professional or technician staff.

**Experience:**                      Minimum 6 years

**Education:**                      BS in engineering

**Job Title:**                      **Engineer 5**

**Functional Responsibility:**

Fully qualified as a consultant in all conventional aspects of an engineering discipline. Recognized by immediate and senior management as a technical resource.

**Experience:**                      Minimum 8 years

**Education:**                      BS in engineering

**Job Title:**                                   **Technical Specialist 1**

**Functional Responsibility:**

Full specialization in complex scientific or engineering applications. A leader in a given office and perhaps in a given region in a technical discipline. Would have industry recognition. Participates in highest levels of projects and is seen by management as part of strategic growth plan.

**Experience:**                                   Minimum 10 years

**Education:**                                   Bachelor's degree in an engineering or scientific field

**Job Title:**                                   **Technical Specialist 2**

**Functional Responsibility:**

May supervise and manage large groups of staff; or exercise authority over a small group of highly professional personnel engage in complex technical applications. Authority for large consulting projects. In addition to specialization, generally directs highly qualified professionals engage in complex scientific or engineering applications.

**Experience:**                                   Minimum 15 years

**Education:**                                   Bachelor's degree in an engineering or scientific field

**Job Title:**                                   **Project Manager 1**

**Functional Responsibility:**

Fully qualified as a consultant in all conventional aspects of their discipline. Responsible and accountable for all aspects of project management, including compliance with company policies, establishment of budget and schedules, control of project costs, provides leadership to project team, and assurance of overall client satisfaction. Recognized by immediate and senior management as a technical resource.

**Experience:**                                   Minimum 8 years

**Education:**                                   Bachelor's degree in an engineering or scientific field

**Job Title:**                                   **Project Manager 2**

**Functional Responsibility:**

Full specialization in complex scientific or engineering applications. Responsible and accountable for all aspects of project management, provides senior review and direction on technical projects, ensures financial and non financial targets are met, supervises project team members, and identification and development of new business opportunities. Would have industry recognition. Participates in highest levels of projects and is seen by management as part of strategic growth plan.

**Experience:**                                   Minimum 10 years

**Education:**                                   Bachelor's degree in an engineering or scientific field

**Job Title:**                           **Program Manager**

**Functional Responsibility:**

May supervise and manage large groups of staff; or exercise authority over a small group of highly professional personnel engage in complex technical applications. Authority for large consulting projects. In addition to specialization, generally directs highly qualified professionals engage in complex scientific or engineering applications.

**Experience:**                           Minimum 15 years

**Education:**                           Bachelor's degree in an engineering or scientific field

**Job Title:**                           **Line 1 / Branch Manager**

**Functional Responsibility:**

Fully qualified as a consultant in all conventional aspects of their discipline. Provides leadership in technical, business development, financial, and administrative aspects of the consulting business. Provides senior level review and direction on projects, coordination with other business units in related operations, develops strategic plan and financial budget for group, manages the financial aspects with monthly and quarterly business metric reporting, and holds profit and losses responsibility. Recognized by immediate and senior management as a technical resource.

**Experience:**                           Minimum 8 years

**Education:**                           Bachelor's degree in an engineering or scientific field

**Job Title:**                           **Line 2 / Office Manager**

**Functional Responsibility:**

Maintains office services by organizing office operations and procedures; preparing payroll and controlling correspondence. Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments. Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends. Involved in project management and review of projects ensuring personnel resources are available and projects are managed properly. Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.

**Experience:**                           Minimum 10 years

**Education:**                           Bachelor's degree in an engineering or scientific field

**Job Title:**                           **General Manager 1**

**Functional Responsibility:**

Have many of the same roles and responsibilities of the Office Manager, but has demonstrated internal and external leadership in key, company-wide initiatives or multi-office client pursuits.

**Experience:**                           Minimum 15 years

**Education:**                           Bachelor's degree in an engineering or scientific field

