



GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
FSC GROUP - 00CORP

Professional Services Schedule (PSS)

CONTRACT NUMBER: GS-10F-0230X
CONTRACT PERIOD: 05 May 2016 through 04 May 2021
Pricelist current through 04 May 2018.

Unified Business Technologies, Inc.
353 Indusco Ct., Suite C
Troy, MI 48083
PH: (248) 588-1781
FX: (248) 588-1834
www.ubtus.com

Point of Contact: Michelle D'Souza (Authorized Negotiator)
Phone: (248) 588-1781 | Fax: (248) 588-1834
Email: michelle.dsouza@ubtus.com

Alternate POC: Sam Jose
Phone: (248) 588-1781 | Fax: (248) 588-1834
Email: sam.jose@ubtus.com

*UBT, Inc. is a Small Disadvantaged Woman and
Minority Owned Small Business delivering total
business and technical solutions to our customers:
Your needs –our mission.*

General Services Administration
Federal Supply Service

For more information on ordering from Federal Supply Schedules, go to the GSA schedules home page at:
<http://www.fss.gsa.gov/>



CUSTOMER INFORMATION

- 1a.** Awarded Special Item Numbers and Prices:
- SIN 871-1/1RC STRATEGIC PLANNING FOR TECHNICAL PROGRAMS/ACTIVITIES**
 - SIN 871-2/2RC CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS**
 - SIN 871-3/3RC SYSTEM DESIGN, ENGINEERING AND INTEGRATION**
 - SIN 871-4/4RC TEST AND EVALUATION**
 - SIN 871-5/5RC INTEGRATED LOGISTICS SUPPORT**
 - SIN 871-6/6RC ACQUISITION AND LIFE CYCLE MANAGEMENT**
 - SIN 871-7/7RC CONSTRUCTION MANAGEMENT**
- 1b.** Labor Rates: Please see **Appendix A** for Labor Rates.
- 1c.** Labor Category Descriptions: Please see **Appendix B**.
- 2.** Maximum Order: \$1,000,000 (Clients may request discounts for orders above \$1,000,000)
- 3.** Minimum Order: \$100.00
- 4.** Geographic Coverage: Domestic and Overseas
- 5.** Points of Production: 353 Indusco Ct., Suite C, Troy, MI 48083
- 6.** Discounts from List Prices: The prices reflected in this pricelist are discounted hourly rates.
- 7.** Other Discounts: Additional discounts may be offered under the following circumstances:
- Task Orders with a value over \$1,000,000.00
 - Blanket Purchase Agreements
- 8.** Prompt Payment Terms: Net 30 days
- 9a.** Government Credit Card: Accepted for orders below the micro-purchase threshold
- 9b.** Government Credit Card: Accepted for orders above the micro-purchase threshold
- 10.** Foreign items: Not Applicable
- 11a.** Time of Delivery: Specified in each task order.
- 11b.** Expedited Delivery: Contact the Contractor
- 11c.** Overnight 2-day delivery: Contact the Contractor
- 11d.** Urgent Requirements: Contact the Contractor
- 12.** FOB: Domestic and Overseas. The prices listed herein are for domestic performance. If performance is required at foreign sites those costs will be negotiated at the task order level.



- 13a. Ordering Address:** Unified Business Technologies, Inc.
353 Indusco Ct., Suite C
Troy, MI 48083
PH: (248) 588-1781 or (877) 614-3581
Fax: (248) 588-1834
- 13b. Ordering Procedures:** The ordering procedures for supplies and services, information on Blanket Purchase Agreements (BPA), and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://www.gsa.gov/schedules>).
- 14. Payment Address:** Unified Business Technologies, Inc.
353 Indusco Ct., Suite C
Troy, MI 48083
- 15. Warranty Provision:** Not applicable
- 16. Export Packing Charges:** Not applicable
- 17. Gov't Purchase Card:** Government Commercial Credit Cards will be acceptable for payments. Bank account information for wire transfer payments will be shown on the invoices.
- 18. Terms and conditions of rental, maintenance and repair:** *Not Applicable*
- 19. Terms and conditions of Installation:** *Not applicable*
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** *Not applicable*
- 20a. Terms and conditions for any other services:** *Not Applicable*
- 21. List of service and distribution points:** *Not Applicable*
- 22. List of participating dealers:** *Not Applicable*
- 23. Preventive maintenance** : *Not Applicable*
- 24. Special attributes such as environmental attributes:** *Not Applicable*
- 25. Data Universal Number System (DUNS):** 014082635
- 20. CCR Database:** UBT is registered in the System for Award Management (www.sam.gov)



THE UBT ADVANTAGE

WHY CHOOSE UBT?

EXPERIENCE: Founded in 1997, UBT is a proven support services contractor experienced in building relationships with our customers by improving the overall effectiveness of their operations. With each project we take the time to get to know the customer and what they are trying to accomplish. Good communication is essential throughout the process and helps us to provide high quality deliverables on time and on budget.

EXCELLENCE: Our main goal is our customer's complete and total satisfaction. Company excellence is not a subjective measure – the accolades we have received from our customers and peers for our services are an independent assessment of what we will provide repeatedly. We believe our customers are our greatest asset, and we are dedicated to serving their needs.

WHAT SETS UBT APART

- Your needs, our mission
- Delivery on time and on budget
- Our greatest resource - our highly trained and experienced personnel
- Small Disadvantaged, minority-owned / woman-owned business enterprise
- Top Secret level facility clearance
- DCAA compliant

THE UBT CORE VALUES

- An unwavering commitment to our customer's mission
- Use of our knowledge, imagination, advanced skills, diversity and teamwork to deliver success – for our customers and our employees
- Honesty, integrity and ethical business practices, which guide every decision we make and every action we take
- Dedication to excellence in everything we do

These values have led to UBT being selected:

- *Top 50 Business, Women Owned Business in Michigan by DiversityBusiness.com in 2015*
- *One of the 50 Michigan Companies to Watch presented by Michigan Celebrates Small Business for 2011*
- *The 2010 Best Small Business by the Michigan Small Business and Technology Development Center*
- *Top 10 Michigan Business Women by the National Association of Women Business Owners for 2010*
- *Minority Small Business of the Year by the Small Business Administration in 2009*
- *Enterprising Woman of the Year by Enterprising Women Magazine in 2008*
- *Top Diversity Owned Business in Michigan by DiversityBusiness.Com in 2005*

MATRIX OF SERVICES OFFERED



UBT offers the full range of Professional Engineering Services spanning the full engineering life-cycle represented by SINS 871-1 through 871-7. The Matrix below summarizes the Primary Engineering Disciplines provided

Special Items		Primary Engineering Disciplines		
		Electrical	Mechanical	Civil
871-1	Strategic Planning for Technology Programs	X	X	X
871-2	Concept Development and Requirements Analysis	X	X	X
871-3	System Design, Engineering and Integration	X	X	X
871-4	Test and Evaluation	X	X	X
871-5	Integrated Logistics Support	X	X	X
871-6	Acquisition and Life Cycle Management	X	X	X
871-7	Construction Management	X	X	X



SIN 871-1 Strategic Planning for Technology Programs/Activities

Services required under this SIN involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to:

- Analysis of mission
- Program goals and objectives
- Requirements analysis
- Organizational performance assessment
- Special studies and analysis
- Training and consulting

SIN 871-2 Concept Development and Requirements Analysis

Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development of enhancement of high level general performance specifications of a system, project, mission or activity. Typical services provided by UBT include:

- Requirements analysis
- Cost/cost performance trade-off analysis
- Feasibility analysis
- Regulatory compliance support
- Technology/system conceptual designs
- Training, and consulting

SIN 871-3 System Design, Engineering and Integration

Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis, mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to:

- Computer-aided Design
- Design Studies and Analysis
- High Level Detailed Specification Preparation
- Configuration Management and Document Control
- Simulation and Modeling

SIN 871-4 Test and Evaluation

Services required under this SIN involve the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical services provided by UBT include:

- Test Requirements Documentation
- Independent Verification and Validation
- Simulation and Modeling (to test the feasibility of a concept)
- Reverse Engineering-determining the source or function failure of a system or product by analyzing standard test results, examining product or system design, and/or conducting specialized tests.



- Development of Test and Evaluation Documentation
- Training and Consulting

SIN 871-5 Integrated Logistics Support.

Services required under this SIN involves the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles, excluding those systems associated with real property. Typical associated tasks include, but are not limited to:

- Feasibility Analysis
- Logistics Planning
- Requirements Determination
- Policy Standards/Procedures Development
- Long-term Reliability and Maintainability
- Training
- Privatization

871-6 Acquisition and Life Cycle Management

Services required under this SIN involve all of the planning, budgetary, contract and systems/program management functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to (technology based) systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to:

- Acquisition Support
- Program/Project Management
- Technology Management
- Operations and Maintenance
- Programmatic Support and Training
- Strategy Development

871-7 Construction Management

UBT utilizes construction managers as its principal agent to advise on or manage the process over the project regardless of the project delivery method used. The Construction Manager assumes the position of professional adviser or extension of staff to the customer agency. The Construction Manager frequently helps the customer agency identify which delivery method is the best for the project. The construction management approach utilizes a firm (or team of firms) with construction, design and management expertise to temporarily expand the customer agency(s) capabilities, so that they can successfully accomplish their program or project. The Construction Manager also provides expert advice in support of the customer agency(s) decisions in the implementation of the project.

The following are some of the tasks to be covered under Construction Management:

- **Project Design Phase Services:** These services include: design technical reviews; code compliance reviews; constructability reviews; analysis of Value Engineering proposals; preparation of cost estimates (including independent check estimates); cost analysis; cost control/monitoring; energy studies; utility studies; site investigations; site surveys; scheduling (including preparation of schedules and schedule reviews); review of design scope changes (including analysis of schedule impact); scheduling/conducting/documenting design related meetings; and performing market studies (material availability, contractor interest, etc.).



- **Project Procurement Phase Services:** These services include: providing assistance to the Contracting Officer in contract procurement; answering bid/RFP questions; attending/participating in site visits; attending/participating in pre-bid conferences; preparing and issuing solicitation amendments for review and approval by the Government Contracting Officer; and performing cost/bid/proposal analysis.
- **Project Construction Phase Services:** These services include: establishing temporary field offices; setting up job files, working folders, and record keeping systems; maintaining organized construction files; scheduling and conducting preconstruction meetings; documenting actions taken and decisions made, etc.; monitoring the submittal review process; review and monitoring of project schedules for construction progress with emphasis on milestone completion dates, phasing requirements, work flow, material deliveries, test dates, etc.; assisting in problem resolution and handling of disputed issues (including development of Government position); maintaining marked up sets of project plans and specifications for future as-built drawings; performing routine inspections of construction as work proceeds, taking action to identify work that does not conform to the contract requirements, and notifying the contractors when work requires correction; compiling, through site inspections, lists of defects and omissions related to the work performed and providing these lists to the contractor for correction; review of construction contractor payment requests (including preparation of necessary forms for payment processing); monitoring project financial data and budgetary cost accounting; administration of construction contract change orders (issuing proposal requests, preparing cost estimates, reviewing cost proposals, assisting agency in negotiations, preparing change order packages for processing); scheduling, conducting, and documenting regular progress meetings with all interested parties to review project status, discuss problems, and resolve issues; scheduling, conducting, and documenting (prepare minutes, etc. for distribution) construction related project meetings; monitoring construction contractor compliance with established safety standards (note and report unsafe working conditions, failures to adhere to safety plan required by construction contract); monitoring construction contractor's compliance with contract labor standards; coordination of construction activities with customer Managers and occupying agency personnel; monitoring the design and construction clarification process and, when appropriate, reminding the A/E and other parties involved of the need for timely actions; participating in all partnering activities during construction (workshops, meetings, etc.); preparing special reports and regular project status reports; providing for progress and/or final photographs of project work; perform site surveys; provide assistance in obtaining permits; perform hazardous material assessments and monitoring of hazardous material abatement work; and provide cost estimating assistance.
- **Commissioning Services:** These services include, but are not limited to, providing professional and technical expertise for start-up, calibration, and/or certification of a facility or operating systems within a facility. The CM must be able to provide any level of commissioning need from total support to specialty services. Commissioning services may require start-up planning, forecasting start-up duration, estimating start-up costs, determining start-up objectives, organizing start-up teams and team assignments, testing building system components, conducting performance tests.
- **Testing Services:** The CM may be tasked to provide the services of an independent testing agency/laboratory to perform project specific quality control testing and inspection services. The services may include, but are not limited to, testing/inspection of soils, concrete, precast concrete connections, steel, steel decking, applied fireproofing, roofing, curtain walls/glazing, and elevator installations.



- **Claims Services:** The CM may be tasked to provide Claims Services when and as required by the Government for specific projects. The CM will review disputes and claims from the A&E and/or construction contractor(s) and render all assistance that the Government may require, including, but not limited to, the following: Furnishing reports with supporting information necessary to resolve disputes or defend against the claims; preparation and assembly of appeal files; participation in meetings or negotiations with claimants; appearance in legal proceedings; preparation of cost estimates for use in claims negotiations; preparation of risk assessments/analyses relative to claim exposures; preparation of findings of fact and any other documentation required by the Government.
- **Post Construction Services:** At or near substantial completion of project construction, the CM may be tasked to provide services such as: Performing Post Occupancy Evaluations (POE's); assisting Agency in the formulation of lessons learned; providing occupancy planning including development of move schedules, cost estimates, inventory lists, etc.; providing move coordination, relocation assistance, and/or furniture coordination; providing telecommunication and computer coordination.



APPENDIX A LABOR RATES

Service Proposed	Base Year Price including IFF	Service Proposed	Base Year Price including IFF
Lead Program Manager	\$123.95	Acquisition Engineer	\$71.78
Senior Program Manager	\$113.90	Lead Environmental Engineer	\$119.64
Program Manager	\$94.76	Senior Environmental Engineer	\$78.55
Lead Project Manager	\$110.07	Environmental Engineer	\$77.00
Senior Project Manager	\$88.06	Fire Protection Engineer	\$81.41
Project Manager	\$81.36	Senior Safety Engineer	\$83.27
Subject Matter Expert	\$142.61	Safety Engineer	\$74.82
Technical Expert	\$105.28	Architect	\$83.37
Lead Engineer	\$105.28	CADD Technician	\$52.15
Senior Engineer	\$94.38	Lead Scientist	\$110.79
Engineer	\$90.33	Senior Scientist	\$91.28
Lead Systems Engineer	\$95.71	Scientist	\$74.46
Senior Systems Engineer	\$85.18	Senior Financial Analyst	\$93.80
Systems Engineer	\$71.78	Financial Analyst	\$72.25
Lead Requirements Engineer	\$119.64	Construction Manager	\$86.14
Senior Requirements Engineer	\$87.37	Assistant Construction Manager	\$75.61
Requirements Engineer	\$71.78	Construction Representative	\$64.66
Lead Design Engineer	\$119.64	Contracts Administrative Specialist	\$74.37
Senior Design Engineer	\$86.59	Administrative Specialist	\$48.74
Design Engineer	\$71.78	Lead Technical Writer	\$77.39
Lead Test Engineer	\$94.76	Senior Technical Writer	\$71.78
Senior Test Engineer	\$86.59	Graphics Specialist (Illustrator)	\$63.17
Test Engineer	\$71.77	Senior Training Specialist	\$85.18
Lead Logistics Engineer	\$94.76	Training Specialist	\$70.83
Senior Logistics Engineer	\$86.59	Cost Estimator	\$72.60
Logistics Engineer	\$70.63	Scheduler	\$72.60
Lead Acquisition Engineer	\$91.88	Interior Designer	\$71.58
Senior Acquisition Engineer	\$79.44		



SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
CAD Technician	30062 - Drafter/CAD Operator II	05-2274
Administrative Specialist	01020 - Administrative Assistant	05-2274

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 Numbers 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.

APPENDIX B LABOR CATEGORY DESCRIPTIONS

UBT Labor Category	Minimum Education	Minimum Experience
Lead Program Manager	BS/BA in Engineering, Math, Physics, Business Administration or a related field	Ten (10) to Twelve (12) years
<p>Performs non-routine functional activities by providing management and technical direction to project personnel. Exercises independent judgment, as well as a high level of analytical skill, in solving non-routine technical, administrative, and managerial problems. Responsible for all aspects of project performance and assists in the overall direction to all project level activities and personnel. Functional Responsibility: Under general supervision, assists in all aspects of project performance (i.e., technical, contractual, administrative, financial). Supervises personnel involved in all aspects of project activity, organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, establishes and maintains technical and financial reports to show progress to division management and customers, and maintains customer contacts to ensure conformity to all contractual obligations.</p>		
Senior Program Manager	BS/BA in Engineering, Math, Physics, Business Administration or a related field	Eight (8) to Ten (10) years
<p>Provides management and technical direction to multiple complex projects to project personnel. Has exercised independent judgment and possesses a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Functional Responsibility: Under limited supervision, responsible for all aspects of performance (i.e., technical, contractual, administrative, financial). Consults with the customer to ensure conformity to contractual obligations, establishes and maintains technical and financial reports to show progress of projects to management and customers, organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, and assumes the initiative and provides support to marketing personnel in identifying and acquiring potential business. Provides overall direction of program activities.</p>		
Program Manager	BS/BA in Engineering, Math, Physics, Business Administration or a related field	Five(5) to Seven (7) years
<p>Provides management and technical direction to project personnel. Has exercised independent judgment and possesses a high level of analytical skill in solving complex technical, administrative, and managerial problems. Functional Responsibility: Under limited supervision, responsible for all aspects of project performance (i.e., technical, contractual, administrative, financial). Manages and supervises personnel involved in all aspects of project activity, organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks. Provides overall direction for all project level activities.</p>		



Lead Project Manager	BS/BA in Engineering, Math, Physics, Business Administration or a related field	Eight (8) to Ten (10) years
Responsible for the coordination and completion of complex and/or multiple projects simultaneously. Develops understanding of project scope and objectives including role and function of each team member to effectively coordinate and ensure timely completion of project(s). Oversees all aspects of a project; setting deadlines, assembling project team, assigning responsibilities, identifying appropriate resources, and monitoring and summarizing progress of the project(s). Prepares reports for upper management regarding status of project. Develops project plan and schedule to insure the timely completion of project(s). Oversees project budget and schedule. Provides technical and management advice and assistance to management regarding project(s). Facilitates project and troubleshoots problems or issues associated with project(s). Continually monitors progress of individual team members to ensure specific deadlines are met. Confers with senior management regarding changes of significant consequences to the scope or schedule of the project recommending changes or adjustments to ensure timely and effective completion. Leads and directs the work of others.		
Senior Project Manager	BS/BA in Engineering, Math, Physics, Business Administration or a related field	Five(5) to Seven (7) years
Responsible for the coordination and completion of projects. Develops understanding of project scope and objectives including role and function of each team member in order to effectively coordinate project. Oversees all aspects of a project; setting deadlines, assembling project team, assigning responsibilities, identifying appropriate resources, and monitoring and summarizing progress of the project. Prepares reports for upper management regarding status of project. Develops project plan and schedule to insure the timely completion of project. Provides technical and management advice and assistance to management regarding project. Facilitates and troubleshoots problems or issues associated with project. Continually monitors progress of individual team members to ensure specific deadlines are met. Confers with senior management regarding changes of significant consequences to the scope or schedule of the project recommending changes or adjustments to ensure timely and effective completion. Leads and directs the work of others. Ensure project is brought to successful completion. Generally oversees a single project which may be non-complex to complex in nature.		
Project Manager	BS/BA in Engineering, Math, Physics, Business Administration or a related field	Two (2) to Five (5) years
Performs day-to-day management of assigned task order projects that involve teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing, documenting, implementing, and maintaining large complex systems. Demonstrates proven skills in those technical areas addressed by the task order to be managed. Organizes, directs, and coordinates planning and production of all activities associated with assigned task order projects.		
Subject Matter Expert	BS/BA in Engineering, Math, Physics, Business Administration or a related field	Fifteen (15) years
Develops and applies advanced methods, theories, and research techniques in the investigation and solution of complex and difficult concept, planning, design, and/or implementation problems requiring the expert application of advanced knowledge. He or she is often the highest level of individual contributor and is normally widely recognized for achievements, technical expertise, and meritorious standing within his or her professional field.		
Technical Expert	BS/BA in Engineering, Math, Physics, Business Administration or a related field	Fifteen (15) years
The Technical Expert serves as the senior technical architect or advisor for strategies for designing and implementing large-scale, highly complex systems involving engineering, communications, and networking. Is knowledgeable of state-of-the-art or emerging technologies and methodologies.		
Lead Engineer	BS/BA in Engineering	Eight (8) to Ten (10) years
Experience in an engineering discipline such as industrial, civil, aviation, aerospace, electrical, mechanical, nuclear, chemical, information, computer, software, marine, environmental, telecommunications, information security, network, or other engineering disciplines. Leads engineering efforts and supervises engineering staff participating in such efforts. Provides engineering, technical, and managerial direction		



for problem definition, analysis, requirement development, and implementation for complex systems in the engineering discipline required to meet technical requirements. Makes recommendations and advises on system development, improvements, optimization, or support efforts. Performs risk assessments and analyses employing modeling and simulation techniques.

Senior Engineer	BS/BA in Engineering	Five (5) to Seven (7) years
Experience in an engineering discipline such as industrial, civil, aviation, aerospace, electrical, mechanical, nuclear, chemical, information, computer, software, marine, environmental, telecommunications, information security, network, or other engineering disciplines. Leads engineering efforts and supervises engineering staff participating in such efforts. Provides engineering, technical, and managerial direction for problem definition, analysis, requirement development, and implementation for complex systems in the engineering discipline required to meet technical requirements. Makes recommendations and advises on system development, improvements, optimization, or support efforts. Performs risk assessments and analyses employing modeling and simulation techniques.		
Engineer	BS/BA in Engineering	Two (2) to Five (5) years
Experience in an engineering discipline such as industrial, civil, aviation, aerospace, electrical, mechanical, nuclear, chemical, information, computer, software, marine, environmental, telecommunications, information security, network, or other engineering disciplines. Leads engineering efforts and supervises engineering staff participating in such efforts. Provides engineering, technical, and managerial direction for problem definition, analysis, requirement development, and implementation for complex systems in the engineering discipline required to meet technical requirements. Makes recommendations and advises on system development, improvements, optimization, or support efforts. Performs risk assessments and analyses employing modeling and simulation techniques.		
Lead Systems Engineer	BS/BA in Engineering, Math, Physics, Business Administration or a related field	Eight (8) to Ten (10) years
Experience in independently assessing highly complex problems and in investigating, developing, appraising, selecting, and presenting solutions to them. Must have interdisciplinary knowledge in one of the following areas: economics, engineering, physical sciences, communications, computer science, life-cycle analyses, and human behavior. Must be sufficiently well versed in the discipline and in the business environment as to feel comfortable working with personnel at the highest levels of an organization's management. Functional Responsibility: Exercises independent judgment in the performance of all duties. Provides solutions to highly unusual and extremely difficult technical, administrative, and management problems requiring a high level of analytical ability. Consults extensively with customer representatives and employees. Directs the activities of large groups of lower-level personnel. Performs risk identification/analysis, mitigation and traceability studies. Typical tasks include, but are not limited to design studies and analysis, high level detailed specification preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, and consulting.		
Senior Systems Engineer	BS/BA in Engineering, Math, Physics or a related field	Five (5) to Seven (7) years
Requires experience conducting investigations of large and complex problems, and making sound recommendations relevant to the analysis and testing of systems. Functional Responsibility: Performs and/or directs advanced systems engineering assignments. Ensures the compatibility between equipment; analyzes operational requirements and system requirements; leads design reviews; performs advanced design of large-scale components or subsystems. Coordinates the efforts of the technical support staff. Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems; reviews and prepares system engineering and technical analyses, reports, change proposals, and other technical documentation; applies system engineering experience to perform functions such as system integration, configuration management, quality assurance testing, communications, or acquisition and resource management; analyzes, designs, develops, implements, tests, or evaluates software related to engineering or functional requirements of systems and associated support systems. Reviews literature, patents, and current practices relevant to the solution of assigned projects. Collaborates with other technical personnel on feasibility studies and systems planning.		
Systems Engineer	BS/BA in Engineering, Math, Physics or a related field	Two(2) to Five (5) years
Requires knowledge of engineering and systems equipment. Is capable of working with a variety of engineering		



and/or scientific descriptions and formulas. Functional Responsibility: Supports the senior systems engineer and is responsible for the systems definition design of the facilities. Performs the detailed development, investigation and assessments related to the system analysis and requirements and testing. Performs analysis of hardware specifications of complex systems to develop detailed plans; performs feasibility studies and analysis of problems for development of laboratory systems; provides internal interface descriptions of the system; and participates in requirements planning. Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems; reviews and prepares system engineering and technical analyses, reports, change proposals, and other technical documentation; applies system engineering experience to perform functions such as system integration, configuration management, quality assurance testing, communications, or acquisition and resource management; analyzes, designs, develops, implements, tests, or evaluates software related to engineering or functional requirements of systems and associated support systems.

Lead Requirements Engineer	BS/BA in Engineering	Eight (8) to Ten (10) years
The Lead Requirements Engineer has experience in technical work in the major area of full life-cycle system engineering. Supervises systems engineering, technical efforts and performs typical associated tasks that include, but are not limited to, requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, and special studies and analyses.		
Senior Requirements Engineer	BS/BA in Engineering	Five (5) to Seven (7) years
The Senior Requirements Engineer has experience in technical work in the major area of full life-cycle system engineering. Supervises systems engineering, technical efforts and performs typical associated tasks that include, but are not limited to, requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, and special studies and analyses.		
Requirements Engineer	BS/BA in Engineering	Two(2) to Five (5) years
The Requirements Engineer has experience in technical work in the major area of full life-cycle system engineering. Supervises systems engineering, technical efforts and performs typical associated tasks that include, but are not limited to, requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, and special studies and analyses.		
Lead Design Engineer	BS/BA in Engineering	Eight (8) to Ten (10) years
The Lead Design Engineer has experience in the areas of system design, engineering, and integration. Supervises systems design technical effort and performs typical tasks that include, but are not limited to, computer-aided design, design studies and analyses, research and development, specification preparation, configuration management and document control, fabrication, assembly, and simulation and modeling.		
Senior Design Engineer	BS/BA in Engineering	Five (5) to Seven (7) years
The Senior Design Engineer has experience in the areas of system design, engineering, and integration. Supervises systems design technical effort and performs typical tasks that include, but are not limited to, computer-aided design, design studies and analyses, research and development, specification preparation, configuration management and document control, fabrication, assembly, and simulation and modeling.		
Design Engineer	BS/BA in Engineering	Two(2) to Five (5) years
The Design Engineer has experience in the areas of system design, engineering, and integration. Supervises systems design technical effort and performs typical tasks that include, but are not limited to, computer-aided design, design studies and analyses, research and development, specification preparation, configuration management and document control, fabrication, assembly, and simulation and modeling.		
Lead Test Engineer	BS/BA in Engineering	Eight (8) to Ten (10) years



		years
<p>The Lead Test Engineer has experience in the area of test and evaluation. Supervises test and evaluation technical effort. Performs typical tasks that include, but are not limited to, prototype development and first article testing, environmental testing, independent verification and validation, demonstration and validation, simulation and modeling, system safety, quality assurance, education and training, and physical testing of the product or system.</p>		
Senior Test Engineer	BS/BA in Engineering	Five (5) to Seven (7) years
<p>The Senior Test Engineer has experience in the area of test and evaluation. Supervises test and evaluation technical effort. Performs typical tasks that include, but are not limited to, prototype development and first article testing, environmental testing, independent verification and validation, demonstration and validation, simulation and modeling, system safety, quality assurance, education and training, and physical testing of the product or system.</p>		
Test Engineer	BS/BA in Engineering	Two(2) to Five (5) years
<p>The Test Engineer has experience in the area of test and evaluation. Supervises test and evaluation technical effort. Performs typical tasks that include, but are not limited to, prototype development and first article testing, environmental testing, independent verification and validation, demonstration and validation, simulation and modeling, system safety, quality assurance, education and training, and physical testing of the product or system.</p>		
Lead Logistics Engineer	BS/BA in Engineering	Eight (8) to Ten (10) years
<p>The Lead Logistics Engineer has experience providing logistic support for major systems. Directly supports and supervises logistical personnel supporting program managers performing tasking associated with engineering or acquisition projects. Prepares integrated logistic plans and policy and procedures for logistic support for major systems. Ensures that proper logistic considerations are included in the system development processes at each major milestone. Performs analyses to determine system maintainability, reliability, and supportability requirements. Documents results of the analysis in a report format. Develops systems maintenance concepts and plans and life-cycle supply requirements and processes to meet supply requirements. Performs cost analyses associated with systems logistic support and develops and reviews systems acquisition projects' operating plans and procedures to ensure logistic support considerations are included. Performs technical training, configuration management, and quality assurance.</p>		
Senior Logistics Engineer	BS/BA in Engineering	Five (5) to Seven (7) years
<p>The Senior Logistics Engineer has experience providing logistic support for major systems. Directly supports and supervises logistical personnel supporting program managers performing tasking associated with engineering or acquisition projects. Prepares integrated logistic plans and policy and procedures for logistic support for major systems. Ensures that proper logistic considerations are included in the system development processes at each major milestone. Performs analyses to determine system maintainability, reliability, and supportability requirements. Documents results of the analysis in a report format. Develops systems maintenance concepts and plans and life-cycle supply requirements and processes to meet supply requirements. Performs cost analyses associated with systems logistic support and develops and reviews systems acquisition projects' operating plans and procedures to ensure logistic support considerations are included. Performs technical training, configuration management, and quality assurance.</p>		
Logistics Engineer	BS/BA in Engineering	Two(2) to Five (5) years
<p>The Logistics Engineer has experience providing logistic support for major systems. Directly supports and supervises logistical personnel supporting program managers performing tasking associated with engineering or acquisition projects. Prepares integrated logistic plans and policy and procedures for logistic support for major systems. Ensures that proper logistic considerations are included in the system development processes at each major milestone.</p>		



<p>Performs analyses to determine system maintainability, reliability, and supportability requirements. Documents results of the analysis in a report format. Develops systems maintenance concepts and plans and life-cycle supply requirements and processes to meet supply requirements. Performs cost analyses associated with systems logistic support and develops and reviews systems acquisition projects' operating plans and procedures to ensure logistic support considerations are included. Performs technical training, configuration management, and quality assurance.</p>		
Lead Acquisition Engineer	BS/BA in Engineering	Eight (8) to Ten (10) years
<p>The Lead Acquisition Engineer has experience in engineering, business analysis, systems functional analysis, quality management, database development, international program development and management or organizational strategic planning. Provides expertise in higher technical functional areas that pertain to the acquisition of equipment/weapons systems. Assists in planning directing, coordinating and performing specific duties that pertain to acquisition such as planning, budgetary, contract and systems and /or program management functions required to procure or render operational and provide life cycle support. Execute installation and commissioning of commercial, residential, industrial facility or fleet projects and their operation and maintenance through processes of initiating, planning, monitoring and controlling. The responsibilities may range from providing assistance in the areas of project initiation, systems development, systems engineering, test and evaluation management, integrated logistics support management, systems manpower and training requirements, life-cycle systems support management.</p>		
Senior Acquisition Engineer	BS/BA in Engineering	Five (5) to Seven (7) years
<p>The Senior Acquisition Engineer provides expertise in higher technical functional areas that pertain to the acquisition of equipment/weapons systems. Assists in planning directing, coordinating and performing specific duties that pertain to acquisition such as planning, budgetary, contract and systems and /or program management functions. The responsibilities may range from providing assistance in the areas of project initiation, systems development, systems engineering, test and evaluation management, integrated logistics support management, systems manpower and training requirements, life-cycle systems support management.</p>		
Acquisition Engineer	BS/BA in Engineering	Two (2) to Five (5) years
<p>The Acquisition Specialist provides expertise in higher technical functional areas that pertain to the acquisition of equipment/weapons systems. Assists in planning directing, coordinating and performing specific duties that pertain to acquisition such as planning, budgetary, contract and systems and /or program management functions. The responsibilities may range from providing assistance in the areas of project initiation, systems development, systems engineering, test and evaluation management, integrated logistics support management, systems manpower and training requirements, life-cycle systems support management.</p>		
Lead Environmental Engineer	BS/BA in Engineering, Math, Physics or a related field	Eight (8) to Ten (10) years
<p>Plans and conducts environmental research studies to develop methods or theories of abating or controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines. Performs field work to collect environmental data. Keeps accurate records and can coordinate with site personnel. Will lead teams in the field. Determines data collection methods to be employed in research projects and surveys. Plans and develops research models, using knowledge of mathematical, statistical, and physical science concepts and approaches. Identifies and analyzes sources of pollution to determine their effects. Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples. Prepares graphs, charts, and statistical models from synthesized data using knowledge of mathematical, statistical, and engineering analysis techniques. Analyzes data to assess pollution problems, establishes standards, and develops approaches for control of pollution. May act as a technical project lead or provide work leadership for lower level employees.</p>		
Senior Environmental Engineer	BS/BA in Engineering, Math, Physics or a related field	Five (5) to Seven (7) years
<p>Performs field work to collect environmental data. Keeps accurate records and can coordinate with site personnel. Determines sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies to solve problems concerned with the</p>		



<p>environment. May design gas and fluid flow systems, chemical reaction systems, mechanical equipment, and/or other test instrumentation. Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples. Prepares graphs, charts, and statistical models from synthesized data using knowledge of mathematical, statistical, and engineering analysis techniques. Analyzes data to assess pollution problems, establishes standards, and develops approaches for control of pollution. Performs technical research and utilizes computers as aids in developing solutions to engineering problems. Formulates reports, plans, designs, cost estimates, and specifications.</p>		
Environmental Engineer	BS/BA in Engineering, Math, Physics or a related field	Two(2) to Five (5) years
<p>Performs field work to collect environmental data. Keeps accurate records and can coordinate with site personnel. Under general supervision, may design gas and fluid flow systems, chemical reaction systems, mechanical equipment, and/or other test instrumentation. Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples. Prepares graphs, charts, and statistical models from synthesized data using knowledge of mathematical, statistical, and engineering analysis techniques. Analyzes data to assess pollution problems, establish standards, and provide solutions. Performs technical research and utilizes computers as aids in developing solutions to engineering problems. Formulates reports, designs, and specifications.</p>		
Fire Protection Engineer	BS/BA in Engineering, Math, Physics or a related field	Five (5) to Eight (8) years
<p>The Fire Protection Engineer has engineering and design experience handling complex matters related to piping and equipment with specialization in insulation, painting and fireproofing with significant experience in other mechanical functional disciplines. Knowledgeable of the International Fireproofing Standards including design, safety, health, environmental and construction standards and regulations (i.e. ASTM, ASME, NACE, SSPC, API, BS, ISO, ANSI, OSHA & EPA). Tasks include developing, documenting and implementing detailed Surveillance Program during the execution of Contractor's coating, painting, surface finish and insulation works to ensure its adherence to reference documentation. May include preparation of basic and detailed design on piping and equipment including rotary, furnace, reactors, exchangers, columns and other package equipment; preparation of thermal hot insulation, cold insulation, cryogenic insulation and acoustic insulation specifications, painting specifications, internal linings, buried pipes, tanks and vessels.</p>		
Senior Safety Engineer	BS/BA in Engineering, Math, Physics or a related field	Five (5) to Eight (8) years
<p>Responsible for the in-depth safety analyses and tasks to ensure the identification, documentation, and mitigation of hazards within safety-critical systems or systems-of-systems, using various analysis tools and techniques. Implements the essential elements of system safety engineering to include hazard analyses, hazard categorization (in terms of severity and likelihood), end effects, causal analyses, mitigation requirements identification, documentation, tracking and implementing, and residual risk assessment. Establishes interfaces with hardware and software design engineering and test engineering to include Integrated Product Teams (IPT). Typical analyses performed include: functional analyses, hazard analyses, safety requirements analyses, hazard mitigation, safety risk assessments, reliability analyses, and system residual risk assessments. Reviews, evaluates, and provides technical input to systems and software for adherence to government or commercial directives, standards, guidelines, and criteria concerning software safety and systems safety. Ensures design mitigations are captured in the design and its documentation and verifies implementation as appropriate. Performs Administrative and management tasks to include progress reports and tracking schedules. May assign tasks to lower level employees, monitor performance, and provide performance appraisal input. Ancillary duties may defining and implementing tasks to support environmental health and safety (ESH), hazardous materials minimization, industrial hygiene, human factors, reliability engineering, explosive safety, nuclear safety, directed energy (laser) safety, and test range safety.</p>		
Safety Engineer	BS/BA in Engineering, Math, Physics or a related field	Two (2) to Five (5) years
<p>Under general direction, performs all tasks necessary to ensure the identification and documentation of hazards within systems or systems-of-systems using various analysis tools and techniques. Understands the basic elements of system safety engineering to include hazard analyses, hazard categorization (in terms of severity and likelihood), end effects, causal analyses, mitigation requirements identification, documentation, tracking and implementing, and</p>		



<p>residual risk assessment. Typically interfaces with hardware and software design engineering and test engineering to include Integrated Product Teams (IPT). Typical analyses performed include: functional analyses, hazard analyses, safety requirements analyses, hazard mitigation, safety risk assessments, reliability analyses, and system residual risk assessments. Reviews and evaluates systems and software for adherence to government or commercial directives, standards, guidelines, and criteria concerning software safety and systems safety. Confirms design mitigations are captured in the design and its documentation and verifies implementation as appropriate. Performs minimal safety program management tasks including progress reports and tracking schedules.</p>		
Architect	BS/BA in Engineering, Math, Physics or a related field	Five (5) to Eight (8) years
<p>Provides professional architectural and construction management support by performing tasks such as: serves as a general project architect providing professional and technical leadership, guidance, and expertise in managing contractor executed construction projects. Serves as the organizational subject matter expert regarding standards and practices for architectural designs, building components, component installations, building construction, landscaping, and ergonomics, including but not limited to commercial, industrial, and residential buildings and landscaping applications. Participates in design reviews of and provides comments on contractor submittals; architectural designs and plans for a variety of applications; provides quality assurance oversight, documentation of such oversight, and recommends corrective actions as required to ensure high quality performance on contractor executed architectural projects or project tasks. Provides safety oversight, documentation of such oversight, and directs corrective actions as required to ensure worker safety during the performance of contractor executed projects or project tasks; assists the customer's representative and/or resident engineer in interpreting and enforcing contractual provisions regarding contractor architectural requirements and deliverables.</p>		
CADD Technician	BS/BA in design or a related field/AutoCAD Certification	Two (2) to Five (5) years
<p>CADD Technicians are responsible for creating and updating engineering drawings, organizing project timelines in conjugation with the Project Engineers and delivering complete, appropriate and accurate drawings with related documentation. They develop layouts and complete details for preliminary and final construction drawings covering all construction details. Create maps, designs, and drawings such as pump and piping plans, grading and drainage plans, site plans, and conceptual route drawings for construction projects.</p>		
Lead Scientist	MA/MS degree	Eight (8) to Ten (10) years
<p>The Lead Scientist has experience in a scientific field such as biology, chemistry, nuclear, environmental, physics, mathematics, geology, or other scientific areas. Performs the functions of a technical expert in the relevant scientific field in support of major programs or system development. Applies scientific expertise in defining and resolving system issues, performing analysis, and developing plans and requirements in the subject-matter area for complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems.</p>		
Senior Scientist	BA BS/BA degree	Five (5) to Seven (7) years
<p>The Senior Scientist has experience in a scientific field such as biology, chemistry, nuclear, environmental, physics, mathematics, geology, or other scientific areas. Performs the functions of a technical expert in the relevant scientific field in support of major programs or system development. Applies scientific expertise in defining and resolving system issues, performing analysis, and developing plans and requirements in the subject-matter area for complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems.</p>		
Scientist	BS/BA degree	Two(2) to Five (5) years
<p>The Scientist has experience in a scientific field such as biology, chemistry, nuclear, environmental, physics, mathematics, geology, or other scientific areas. Performs the functions of a technical expert in the relevant scientific field in support of major programs or system development. Applies scientific expertise in defining and resolving system issues, performing analysis, and developing plans and requirements in the subject-matter area for complex</p>		



systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems.		
Senior Financial Analyst	BS/BA degree	Eight (8) to Ten (10) years
Serves as a group leader ensuring a group of analysts are working in concert to automate complex business practices within the time frame specified by the client and that all the requirements are met. Assesses products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Performs should- cost analysis and trade studies related to cost trade-off options for major systems development or procurement. Prepares milestone status reports and presentations, and coordinates all aspects of complex financial application automation. Completes objectives independently within the negotiated budget.		
Financial Analyst	BS/BA degree	Five (5) to Seven (7) years
Provides the full range of financial functions for major system development including should-cost and projected cost analysis and trade studies related to cost trade-off options. Defines established financial business practices for integration into the client's financial business system. Identifies potential problems and recommended solutions through analysis. Works with functional specialists, automation specialists, contractors, vendors, and clients to effectively translate the client's requirements into an automated application. Acts as a focal point for coordinating all disciplines in the recommended solution. Applies state-of-the-art tools and processes to effectively automate financial applications in the most effective manner while adhering to the established accounting principles and practices.		
Construction Manager	BS/BA degree or Relevant Experience	Fifteen (15) years
Responsible for the planning of the construction program and overall management of all construction phases of assigned projects from inception to completion of the project. Supervises the preparation of construction schedules. Approves all construction input to project schedules. Determines the extent of work to be done by own staff or on a contract basis. Determines required onsite dates for drawings, equipment and material, as well as engineering requirements to fit the needs for construction proposals and contracts. Plans and approves the construction plan layout and the acquisition of the necessary construction equipment. Maintains familiarity with engineering design concepts being used on projects. Monitors and reviews these concepts for compatibility with current construction techniques and practices, and analyzing any potential impact they may have on quality, schedule and cost. Ensures implementation of the project plans and all other applicable guides and procedures. Assumes responsibility for all matters relating to local labor conditions. Establishes the labor relations programs in conjunction with the management. Integrates the labor relations programs in conjunction with the Labor Relations Manager and the Assistant Construction Manager. Renders advice and supervises the preparation of proposals for subcontracts and participates in the analyses, selection and recommendation of obtained bids. Renders advice, direction and assistance to field construction staff concerning all construction problems. Anticipates construction needs and shortages by maintaining familiarity with construction progress through progress reports, personal contact, inspector's reports, and other departmental reports. Provides liaison between project and regional office in engineering requirements, equipment and material deliveries and other project requirements. Ensures that subordinates monitor all work progress for occurrences of changed conditions and makes appropriate written client notifications. Monitors subcontractor work progress, effectiveness, and capability. Ensures proper purchasing procedures are utilized on the project. Exercises normal supervisory responsibility with respect to subordinates, including those associated with performance appraisal, selection, training and development, delegation of authority, work assignment, and definition of area of responsibility. Responsible for the training and development of employees under his/her direction.		
Assistant Construction Manager	BS/BA degree or Relevant Experience	Eight (8) to Ten (10) years
Under the general supervision of Construction Manager, has responsibility for planning of the construction program, and overall management of all construction phases of assigned projects from inception to completion of the project.		



Makes presentations by assembling construction inputs, schedules, etc. and explaining same to prospect clients. Selects or recommends the selection of staff for assigned projects. Organizes and maintains staff. Supervises the preparation of construction schedules. Determines the extent of work to be done by own staff or on a contract basis. Determines required on-site dates for drawings, equipment and material, as well as engineering requirements to fit the needs for construction proposals and contracts, and the construction program. Plans and approves the construction plan layout and the acquisition of the necessary construction equipment. Maintains familiarity with engineering design concepts being used on the project and monitors and reviews these concepts for compatibility with current construction techniques and practices, and analyzing any potential impact they may have on quality, schedule and cost. Ensures implementation of the project plans and all other applicable guides and procedures. Renders advice and supports the preparation of proposals and contracts for work to be subcontracted. Participates in the analyses, selection and recommendation of obtained bids. Renders advice, direction and assistance to field construction staff concerning all construction problems. Anticipates construction needs and shortages by maintaining familiarity with construction progress through progress reports, personal contact, inspector's reports, and other departmental reports. Provides liaison between project and Home Office in engineering requirements, equipment and material deliveries and other project requirements. Participates in budget input for department and construction projects, including monitoring and investigating deviations. Assists Construction Manager, as required, and keeps him/her advised of outstanding events and unusual occurrences at job sites. Ensures that subordinates monitor all work progress for occurrences of changed conditions and makes appropriate written client notifications. Monitors subcontractor work progress, effectiveness, and capability. Exercises normal supervisory responsibility with respect to subordinates, including those associated with performance appraisal, selection, training and development, delegation of authority, work assignment, and definition of area of responsibility.

Construction Representative	BS/BA degree or Relevant Experience	Five (5) to Seven (7) years
<p>Serves as the Construction Representative responsible for inspection construction projects. Inspects all phases of construction for compliance with plans and specifications in respect to workmanship, materials, installation and construction methods. Interprets contract plans and specifications relative to all phases of construction and make recommendations of the necessary changes to the project engineer. Inspects construction sites and progress, conferring with contractors' superintendents to resolve apparent differences, administers quality assurance programs related to projects, discusses changed conditions, administers quality assurance programs related to projects, discusses change conditions that occur during progress work to obtain the specific results intended, and discusses safety methods, working conditions and also changes, which would be beneficial to the customer. Consults with contractors relative to investigating the need for, and preparing data for, change orders. Contacts suppliers to expedite delivery of supplies. Initiates action to withhold payments to contractor for faulty work. Establishes detailed inspection requirements and control methods. Drafts change orders and modifications and recommends changes to aid conditions at the construction site or to expedite construction, and participates in all phases of contract administration including maintaining a good working relationship with contractor's personnel and local interests. Acts as a representative of management serving as a liaison between the agency and the contractor in assuring that the construction complies with contract plans and specifications.</p>		
Contracts Administrative Specialist	BS/BA degree or Relevant Experience	Five (5) to Seven (7) years
<p>The Contract Administrative Assistant provides general support to the contract team and to the contractor support team in the following areas; preparation of purchase requests and entry of financial data, maintains contract documentation, assists in data collection and reporting for market surveys, research and editing of materials for newsletters, WEB sites, and other publications and documentation, analysis of invoices and maintenance of spreadsheets relating to budget and resource use and allocation.</p>		
Administrative Specialist	BS/BA degree or Relevant Experience	Two(2) to Five (5) years
<p>Performs specialized non-routine and non-repetitive administrative support tasks to assist principal, administrative, or construction managers. Performs professional-level tasks requiring independent judgment and initiative. Determines method of collection and analysis for assigned projects. Makes proficient use of automation equipment and software (word processing, spreadsheet, including Microsoft Office Suite, Excel, Power Point, Access, Outlook, Microsoft Project), to produce a variety of narrative and tabular material, e.g., correspondence, reports,</p>		



<p>memoranda, calendars, charts, statistical tables and various standard forms and documents. Prepares material from rough draft of clean copy; utilizes basic knowledge and skill of software to make insertions, deletions or move material about into proper format, and incorporate changes made by originator.</p>		
Lead Technical Writer	BS/BA degree or Relevant Experience	Eight (8) to Ten (10) years
<p>The Lead Technical Writer provides research and writes professional documents, including program reports and procedures, documentation, training materials, including analysis and compilation of diverse policy, technical, statistical, demographic, and financial information. Leads documentation production team. Prepares, in clear and concise language, technical documents such as procedure manuals, service manuals, operational specifications, bulletins, and related technical publications concerned with the installation, operation, and maintenance of electronic, electrical, mechanical, and other equipment. Acquires or verifies knowledge of subject by interviewing workers engaged in developing new products and services or in making improvements, observing methods of production, referring to blueprints, schematics, engineering drawings, trade and engineering journals, manuals, or similar publications.</p>		
Senior Technical Writer	BS/BA degree or Relevant Experience	Five (5) to Seven (7) years
<p>Prepares, in clear and concise language, technical documents such as procedure manuals, service manuals, operational specifications, bulletins, and related technical publications concerned with the installation, operation, and maintenance of electronic, electrical, mechanical, and other equipment. Acquires or verifies knowledge of subject by interviewing workers engaged in developing new products and services or in making improvements, observing methods of production, referring to blueprints, schematics, engineering drawings, trade and engineering journals, manuals, or similar publications.</p>		
Senior Training Specialist	BS/BA degree or Relevant Experience	Eight (8) to Ten (10) years
<p>The Senior Training Specialist has experience in development and delivery of structured training courses. Must possess a thorough knowledge of course content, which may require technical understanding and ability. Delivers standard and custom course curriculum based upon customer needs. Acts as instructor in the delivery of courses and course work. Courses may include hands-on work. Applies specialized knowledge and skill to develop meaningful course content with real work applicability. Works with customers in the development of effective user's manuals and provides post training follow-up. Specific certification may be required based upon the training desired, and customer requirements.</p>		
Training Specialist	BS/BA degree or Relevant Experience	Five (5) to Seven (7) years
<p>The Training Specialist has experience in development and delivery of structured training courses. Must possess a thorough knowledge of course content, which may require technical understanding and ability. Supports training and technical staff in the development of course material, including training manuals, handouts, presentation slides, syllabi, and other related material. Will assist in grading examinations and coordinating and setting up training classrooms.</p>		
Cost Estimator	Associate's degree or Relevant Experience	Two(2) to Five (5) years
<p>Performs a variety of work relative to planning and evaluating construction methods and procedures for various technical engineering alternatives relative to project work, reviewing and/or preparing a wide variety of engineering estimates, coordinating with and advising others, and participating in bid opening and negotiation meetings as technical advisor or for informational purposes; plans, evaluates, reviews, and/or prepares a wide variety of engineering estimates; develops cost estimates for projects from feasibility to construction; recommends consideration of changes in plans which may result in greater economy through substitution of materials or simplification of construction; routinely takes necessary action to insure security of government estimates; advises supervisor or project managers of extremely difficult and/or controversial problems and matters of policy resulting from assigned estimating responsibilities and work assignments; suggests methods or procedures or additional studies required to resolve problems encountered</p>		



Scheduler	Associate’s degree or Relevant Experience	Two(2) to Five (5) years
<p>Creating and implementing Critical Path Method (CPM) Baseline Schedule with Primavera, Project Planner or Microsoft (MS) Project; updates monthly construction schedule with narratives and progress analysis; coordinates the various subprojects into a master schedule; maintains and monitors program and project level CPM; monitors program milestones and interdependencies between subprojects, identifying the critical path and suggesting alternatives.</p>		
Interior Designer	BS/BA degree or Relevant Experience	Five (5) to Seven (7) years
<p>The interior designer must be certified by the National Council of Interior Design Qualifications (NCIDQ), be a registered interior designer, or registered architect with at least five years of experience and training in interior design. The interior designer will assist in the administration of furniture installation and inspection during the construction project.</p>		
Graphics Specialist	BS/BA degree or Relevant Experience	Five (5) to Seven (7) years
<p>Conceives designs, lays out, and coordinates editorial illustrations and creative artwork for publications such as magazines, brochures, handbooks, and posters, translating facts and features of subject material into graphic terms that best convey intended meaning. May organize, develop, and coordinate art and graphics within guidelines consistent with RFPs for proposal submission. Develops interpretive themes that convey ideas and information. Creates graphic presentations that communicate mood, emphasis, insight, viewpoint, and similar visual impressions. Provides guidance on graphic technology. May apply technical, commercial, and fine art technique to the conception, planning, and creation of pictorial work for software and hardware systems.</p>		