

GENERAL SERVICES ADMINISTRATION

Federal Supply Service *Authorized Federal Supply Schedule Price List*

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

Schedule for - Environmental Services

Federal Supply Group: 89 Class: 899

Contract Number: GS-10F-0239M

**For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.fss.gsa.gov>**

Contract Period: 4-11-2002 through 4-10-2017

Pricelist Effective April 11, 2012

Contractor: Jacobs Engineering Group Inc.
155 North Lake Avenue
Pasadena, CA 91101

Business Size: Large Business

Telephone: (303) 462-7215

Extension:

FAX Number: (303) 462-7001

Web Site: www.jacobs.com

E-mail: joseph.petrilli@jacobs.com

Contract Administration: Barbara Lambert

CUSTOMER INFORMATION:

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 899-1, 899-3, 899-8**
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. **If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who**

(CUSTOMER INFORMATION: Continued)

will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

2. **Maximum Order:** \$1,000,000
3. **Minimum Order:** 100
4. **Geographic Coverage (delivery Area):** FOB Domestic Only
5. **Point(s) of production (city, county, and state or foreign country):** 4300 B Street, Ste 600, Anchorage, AK 99503-5922; 125 Broadway Ave. Oak Ridge, TN 37830; 707 17th Street. Ste 2400 Denver, CO 80202; 3149 Winter Lake Rd., Lakeland, FL 33803; and other US Cities.
6. **Discount from list prices or statement of net price:** Government Net Prices (discounts already deducted). See prices attached
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Contact Contractor
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor
- 11c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery:** Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Company Office: 155 North Lake Ave., Pasadena, CA 91101; or 4300 B Street, Ste 600, Anchorage, AK 99503; or 125 Broadway, Oak Ridge, TN 37830; or 3149 Winter Lake Road, Lakeland, FL 33803; or 707 17th street, Ste 2400, Denver, CO 80202 and other US Cities.
- 13b. **Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).**

(CUSTOMER INFORMATION: Continued)

14. **Payment address(es):** Same as company address
15. **Warranty provision:** Contractor's Standard Commercial Warranty
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.**
25. **Data Universal Numbering System (DUNS) number:** 07-4103508
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
Prices Attached

**Jacobs Environmental Contract GS-10F-0239M - Contract Pricing
Option to Extend the term of the Contract (Evergreen)
Hourly awarded rates (inclusive of IFF) for SINS 899-1; 899-3; and 899-8**

Labor Categories Contractor Site	Current Awarded Rates On Site	Current Awarded Rates Off Site
Engineer / Scientist Jr.	\$65.09	\$77.54
Engineer / Scientist Mid	\$83.27	\$98.60
Engineer / Scientist Sr.	\$105.30	\$124.44
Engineer / Scientist Specialist	\$115.82	\$136.88
Engineer / Scientist Specialist Sr.	\$127.31	\$151.24
Engineer/ Scientist Chief I	\$127.31	\$151.24
Engineer / Scientist Chief II	\$185.70	\$220.16
Programmer / Systems Analyst Jr.	\$65.09	\$77.54
Programmer / Systems Analyst Mid	\$83.27	\$98.60
Programmer / Systems Analyst Sr.	\$105.30	\$124.44
Programmer / Systems Analyst Specialist	\$115.80	\$136.88
Information Systems Security Officer	\$57.44	\$65.09
Drafter Jr.	\$37.33	\$44.99
Drafter Sr.	\$43.07	\$51.69
Designer Jr.	\$49.78	\$59.34
Designer Sr.	\$53.61	\$63.17
Engineering Associate Jr.	\$34.46	\$41.16
Engineering Associate Mid	\$49.78	\$59.34
Engineering Associate Sr.	\$65.09	\$77.54
Technical Assistant	\$37.33	\$44.99
Technician	\$49.78	\$59.34
Test Technician Jr.	\$40.20	\$47.86
Test Technician Sr.	\$49.78	\$59.34
Technical Specialist	\$83.27	\$98.60
Supervisor Jr.	\$65.09	\$77.54
Supervisor Mid	\$95.72	\$112.95
Supervisor Sr.	\$115.82	\$136.88
Technical Manager	\$127.31	\$151.24
Project Manager Jr.	\$95.72	\$112.95
Project Manager Mid	\$105.30	\$124.44
Project Manager Sr.	\$127.31	\$151.24
Manager Jr.	\$83.27	\$98.60
Manager Mid	\$115.82	\$136.88
Manager Sr.	\$127.31	\$151.24
Program Manger	\$127.31	\$151.24
Operations Assistant	\$22.97	\$27.76
Office Assistant	\$30.63	\$36.37
Secretary Jr.	\$35.42	\$42.12
Secretary Sr.	\$44.99	\$52.65
Administrative Associate Jr.	\$40.20	\$47.86
Administrative Associate Mid	\$49.78	\$58.40
Administrative Associate Sr.	\$72.75	\$86.15
Admin Professional Jr.	\$44.99	\$52.65
Admin Professional Mid	\$72.75	\$86.15
Admin Professional Sr.	\$105.30	\$124.44
Admin Specialist	\$115.82	\$136.88
Director I	\$127.31	\$151.24
Director II	\$185.70	\$220.16
Vice President	\$185.70	\$220.16

SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Drafter, Jr.	30061 - Drafter/CAD Operator, I	2005-2117
Drafter, Sr.	30063 & 30064/Drafter/CAD Operator II/III	2005-2117
Designer, Jr.	30061 - Drafter/CAD Operator, I	2005-2117
Designer, Sr.	30063 & 30064/Drafter/CAD Operator II/III	2005-2117
Technical Assistant	All 30080 Engineering Tech Lvl's I, II, III and IV & 30090/Environmental Tech.	2005-2117
Technician	All 30080 Engineering Tech & 30090/Environmental Tech.	2005-2117
Test Technician, Jr.	30081/Engineering Tech I & 30090/Environmental Tech.	2005-2117
Test Technician, Sr.	30084/Engineering Tech IV; 30086/Engineering Tech VI; & 30090/Environmental Tech.	2005-2117
Operations Assistant	01113/General Clerk III	2005-2117
Office Assistant	01113/General Clerk III	2005-2117
Secretary, Jr.	01311/Secretary I & 01312/Secretary II	2005-2117
Secretary, Sr.	01313/Secretary III	2005-2117
Administrative Associate, Jr.	01311/Secretary I	2005-2117
Administrative Associate, Mid	01312/Secretary II	2005-2117
Administrative Associate, Sr.	01313/Secretary III & 01020/Administrative Assistant	2005-2117

The SCA is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based upon 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.

Jacobs Environmental Contract GS-10F-0239M
Option to Extend the Term of the Contract (Evergreen)

Labor Category

Title	Function/Responsibility	Education/Experience
Engineer/Scientist Jr.	<p>Function of Position – Performs a variety of routine engineering tasks designed to provide experience and familiarization with engineering methods, practices, and programs.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Performs limited portions of engineering tasks under the detailed direction of an experienced engineer. ▪ Applies commonly used equations and techniques to solve assigned problems. 	<p>Education: BS degree from an accredited school.</p> <p>Experience: No previous experience required.</p>
Engineer/Scientist Mid	<p>Function of Position – Independently evaluates, selects and applies standard engineering techniques, procedures, and criteria; makes minor adaptations and modifications.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Independently performs a project assignment that involves few complex features and can be guided by codes, standards, and other precedents of the discipline. ▪ Analyzes and/or evaluates the results of an analysis using techniques prescribed by senior engineers or supervisors. ▪ Accomplishes, complete tasks of limited scope or solves problems which require investigation of a limited number of variables. 	<p>Education/Experience: BS degree from an accredited school and three (3) years minimum related engineering experience,</p> <p>OR-MS degree from an accredited engineering school and two (2) years minimum of related engineering experience,</p> <p>OR-PhD degree from an accredited engineering school.</p>
Engineer/Scientist Sr.	<p>Function of Position – To independently evaluate, select, adapt, and modify standard techniques and criteria in order to plan and conduct engineering assignment.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Independently plans, schedules, conducts, or coordinates detailed phases of engineering work through the selection and adaptation or modification of techniques, procedures, and criteria. ▪ Analyzes complex features of the work and applies principles and practices of the discipline, or devises new approaches in problem solving. ▪ Thoroughly reviews all results from assigned tasks and determines if outputs are complete, correct, integrated with project objectives, and adequately documented. 	<p>Education/Experience: BS degree from an accredited school and eight (8) years minimum related engineering experience,</p> <p>OR-MS degree from an accredited school and seven (7) years minimum of related engineering experience,</p> <p>OR-PhD degree from an accredited school and two (2) years minimum of related engineering experience.</p>
Engineer/Scientist Specialist	<p>Function of Position – To serve as a technical specialist for the company in the application of advanced theories, concepts, principles, and processes for assigned area of responsibility.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Explores unique or controversial subject areas, defines scope; selects problems for investigation; develops concepts and approaches. ▪ Applies advanced theories, concepts, principles, and processes in a specialized area of expertise; serves as company specialist in area. ▪ Acts independently to recommend changes in the technical approach or emphasis of projects and complete progress and/or conceives, plans, and develops new technical methods or approaches as warranted by advancements in the state-of-the-art technology. ▪ Provides direct communication of unique/innovative practices between the company and the client. 	<p>Education/Experience: BS degree from an accredited school and a minimum of fourteen (14) years of direct engineering experience,</p> <p>OR-MS degree from an accredited school and twelve (12) years minimum of direct engineering experience,</p> <p>OR-PhD degree and nine (9) years minimum direct engineering experience.</p>

**Jacobs Environmental Contract GS-10F-0239M
Option to Extend the Term of the Contract (Evergreen)**

Labor Category

Title	Function/Responsibility	Education/Experience
<p>Engineer/Scientist Specialist Sr.</p>	<p>Function of Position – To serve as a technical specialist for the company in the application of advanced theories, concepts, principles, and processes for assigned area of responsibility.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Explores unique or controversial subject areas, defines scope; selects problems for investigation; develops concepts and approaches. ▪ Applies advanced theories, concepts, principles, and processes in a specialized area of expertise; serves as company specialist in area. ▪ Acts independently to recommend changes in the technical approach or emphasis of projects and complete progress and/or conceives, plans, and develops new technical methods or approaches as warranted by advancements in the state-of-the-art technology. <p>Provides direct communication of unique/innovative practices between the company and the client.</p>	<p>Education/Experience: BS degree from an accredited school and a minimum of fourteen (16) years of direct engineering experience, OR- MS degree from an accredited school and twelve (15) years minimum of direct engineering experience, OR- PhD degree and nine (12) years minimum direct engineering experience.</p>
<p>Engineer/Scientist Chief I</p>	<p>Function of Position – Responsible for maintenance and growth of technical expertise, ensuring standard practices where applicable, and aggressively seeking world-class capabilities in people, processes, and systems.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Remains abreast of state-of-the-art techniques throughout industry and DoD. ▪ Develops and communicates technical visions/strategies. ▪ Ensures continuity of work force technical skills. ▪ Ensures common equipment/practices across the total organization. ▪ Ensures major configuration changes are reviewed and communicated. ▪ Develops/supports solutions to complex technical communications with the client. ▪ Establishes and maintains open and frequent technical communications with the client. ▪ Promotes professionalism throughout the work force. 	<p>Education/Experience: BS degree from an accredited school and a minimum of fifteen (15) years of direct experience, OR- MS degree from an accredited school and thirteen (13) years minimum of direct experience, OR- PhD degree from an accredited school and nine (9) years minimum of direct experience. Membership (or equivalent recognition) on an external technical society committee/ board. Recognized expertise in area of responsibility.</p>
<p>Engineer/ Scientist Chief II</p>	<p>Function of Position – Responsible for maintenance and growth of technical expertise, ensuring standard practices where applicable, and aggressively seeking world-class capabilities in people, processes, and systems.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Remains abreast of state-of-the-art techniques throughout industry and DoD. ▪ Develops and communicates technical visions/strategies. ▪ Ensures continuity of work force technical skills. ▪ Ensures common equipment/practices across the total organization. ▪ Ensures major configuration changes are reviewed. ▪ Develops/supports solutions to complex technical communications with the client. ▪ Establishes and maintains open and frequent technical communications with the client. ▪ Promotes professionalism throughout the work force. ▪ Anticipates and advocates future capability needs. ▪ Represents the company in major technical issues. 	<p>Education/Experience: BS degree from an accredited school and a minimum of fifteen (15) years of direct experience, OR- MS degree from an accredited school and thirteen (13) years minimum of direct engineering, OR- PhD degree from an accredited engineering school and nine (9) years minimum of direct engineering experience. Membership (or equivalent recognition) on a technical society committee/board. Recognized expertise in area of responsibility.</p>

Jacobs Environmental Contract GS-10F-0239M
Option to Extend the Term of the Contract (Evergreen)

Labor Category

Title	Function/Responsibility	Education/Experience
Programmer/ Systems Analyst Jr.	<p>Function of Position – To modify and write routine engineering computer programs using established techniques, standards, and procedures.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Codes, tests, and maintains computer programs using established techniques and procedures. ▪ Assists in the development of computer program documentation and operational procedures. 	<p>Education: BS degree in a related computer, scientific, or engineering discipline.</p> <p>Experience: No previous experience required.</p>
Programmer/ Systems Analyst Mid	<p>Function of Position – To develop and maintain complex engineering computer programs.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Performs coding, testing, installation, and maintenance of engineering computer programs having features including multiplicity of function, critical constraints, and elaborate input/output. ▪ Develops computer program documentation and operational procedures. ▪ Prepares project resource estimates, schedules, and cost analyses. ▪ Provides diagnostic support to correct processing anomalies in complex computer programs. ▪ Assists in the preparation of specifications and other activities requiring knowledge of programming principles and techniques. ▪ Interprets requirements and performs analyses to ensure that objectives are met. ▪ Assists in the training of less experienced personnel. 	<p>Education/Experience: BS degree in a related computer, scientific, or engineering discipline and three (3) years minimum of progressive, relevant experience,</p> <p>OR- an MS degree in a related computer, scientific or engineering discipline and two (2) years minimum of progressive experience,</p> <p>OR- a PhD degree in a related computer, scientific or engineering discipline.</p>
Programmer/ Systems Analyst Sr.	<p>Function of Position – To provide engineering computer system designs for advanced systems.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Develops, modifies, and maintains complex engineering computer programs. ▪ Performs requirements analyses, derives mathematical descriptions, develops appropriate computational algorithms, and provides design specifications for computer programs. ▪ Develops operational procedures for computer systems. ▪ Interprets and analyzes processing anomalies for computer systems and takes corrective action. ▪ Prepares and critiques technical reports and memoranda. ▪ Assists management in defining computer system requirements and in system acquisitions. ▪ Represents the organization in technical liaison with external organizations. 	<p>Education/Experience: BS degree in a related computer, scientific, or engineering discipline and eight (8) years minimum of progressive experience,</p> <p>OR-MS degree in a related computer, scientific or engineering discipline and seven (7) years minimum of progressive experience,</p> <p>OR-PhD degree in a related computer, scientific or engineering discipline and two (2) years minimum of progressive experience.</p>

Jacobs Environmental Contract GS-10F-0239M
Option to Extend the Term of the Contract (Evergreen)

Labor Category

Title	Function/Responsibility	Education/Experience
Programmer/ Systems Analyst Specialist	<p>Function of Position – To provide technical solutions for advanced problems in the computer applications field.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Provides technical consultation and direction in the development and application of advanced theories, concepts, principles, and processes for utilization of computer system. ▪ Conceives, plans, and conducts investigations for areas in which precedents are lacking. ▪ Advises management on policies, procedures, and standards as they relate to complex computer systems in order to improve operations and advance capabilities. 	<p>Education/Experience: BS degree in a related computer, scientific, or engineering discipline and fourteen (14) years minimum of progressive experience, OR- MS degree in a related computer, scientific or engineering discipline and twelve (12) years minimum of progressive experience, OR-PhD degree in a related computer, scientific or engineering discipline and nine (9) years minimum of progressive experience. Requires demonstrated and recognized technical expertise in specialty area of computer system applications.</p>
Information Systems Security Officer	<p>Function of Position – To provide technical and management support for Information Systems</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Provides security management and related security administrative functions • Provides training and awareness and conducts physical security coordination • Performs security audits and is responsible for incidents and violation reporting • Responsible for risk management, certification and accreditation, security configuration management, and contingency planning • Provides security documentation and technical assistance 	<p>Education/Experience: BS/BA degree in related discipline, and two (2) years of progressive information systems security and computer systems hardware and software experience, OR- Associates (AA) degree in related discipline, and four (4) years of progressive information systems security and computer systems hardware and software experience, or six (6) years of progressive information systems security and computer systems hardware and software experience may be substituted for degree requirement.</p>

Jacobs Environmental Contract GS-10F-0239M
Option to Extend the Term of the Contract (Evergreen)

Labor Category

Title	Function/Responsibility	Education/Experience
<p>Drafter Jr.</p>	<p>Function of Position – Performs basic drafting responsibilities with limited assignments in support of projects.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Prepares clear, accurate drawings of simple, easily visualized components from detailed sketches and/or written notes. ▪ Traces or copies finished drawings and makes simple revisions from detailed instructions. ▪ Assists with field work associated with drawing assignments, such as field measurements and simple sketches. ▪ Assists more senior drafters/designers in the acquisition of required data/information, maintenance of files and supplies, and operation of related drafting room equipment. ▪ Assists in the preparation of bills of materials requirement lists. 	<p>Education: No education requirements. High School or GED along with previous vocational school training is desirable.</p> <p>Experience: Requires working knowledge of drafting instruments and equipment and basic knowledge and understanding of drafting principles and CAD operations. Previous vocational school experience also desirable.</p>
<p>Drafter Sr.</p>	<p>Function of Position – Prepares complete sets of complex drawings that include multiple views, detail drawings, and assembly drawings.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Prepares drawings that include complex design features that require considerable drafting skill to visualize and portray. ▪ Assignments regularly require the use of mathematical formulas to compute weights, load capacities, dimensions, quantities of materials, etc. ▪ Works from sketches and verbal information supplied by an engineer or designer, determines that most appropriate views, detail drawings and supplementary information needed to complete assignments. ▪ Selects required information from precedents, manufacturers' catalogs, and technical guides. 	<p>Education: Certification of two (2) years training from a vocational training school or two (2) years of college with courses relevant to drafting or engineering principles, and relevant education in Computer Aided Design</p> <p>Experience: Additional four (4) years minimum of relevant experience. <i>Additional relevant education may be substituted for a portion of the progressive experience.</i> Requires knowledge in the use of drafting instruments and equipment, and in the application of drafting principles (descriptive geometry, freehand lettering, dimensioning, layout, detail, etc.), and a general working knowledge of shop and field erection processes associated with mechanical/structural, electrical or architectural design and a working knowledge of CAD equipment.</p>

**Jacobs Environmental Contract GS-10F-0239M
Option to Extend the Term of the Contract (Evergreen)**

Labor Category

Title	Function/Responsibility	Education/Experience
<p>Designer Jr.</p>	<p>Function of Position – Provides drafting support to projects including the development of simple design computations and leads design/drafting projects of limited scope and complexity.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Assists in planning drafting jobs and preparing drawing lists and coordinates job with engineers, detailers, and checkers. ▪ Assists in solving engineering problems and developing designs using standard engineering practices. ▪ Performs complex drafting assignments working from engineering computations, verbal instructions, or rough sketches. ▪ Performs drawing checks to confirm accuracy and acceptability guided by company and/or client drafting standards/specifications, engineering computations, and sketches. Evaluates functional feasibility of design and its conformance to specifications. ▪ Prepares sketches to be drawn by others, helps maintain drafting standards, and assists in training of new or less experienced drafting personnel. 	<p>Education: Certification of two (2) years training from a vocational training school or two (2) years college with courses relevant to drafting or engineering principles and relevant education in Computer Aided Design</p> <p>Experience: Additional four (4) years minimum experience. Requires knowledge in the use of drafting instruments and equipment and in the application of drafting principles (descriptive geometry, freehand lettering, dimensioning, layout, detail, etc.) and requires a general working knowledge of shop and field erection processes associated with mechanical/ structural, electrical, or architectural design and a working knowledge of CAD equipment.</p> <p><i>Additional relevant education may be substituted for a portion of the progressive experience.</i></p>

Jacobs Environmental Contract GS-10F-0239M
Option to Extend the Term of the Contract (Evergreen)

Labor Category

Title	Function/Responsibility	Education/Experience
Designer Sr.	<p>Function of Position – Provides drafting team leadership on major projects of considerable scope/complexity or specific discipline, or specialty leadership for general design and drafting support. Provides skills for layout and assembly of complete drawing packages for large projects and for accomplishing the drawing checking functions.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Provides technical guidance to assigned team of designers and drafters; develops work plans for specific projects, suggests assignments; reviews work in progress; coordinates work with project management; assists with specific assigned administrative task. ▪ Performs creative design from general concepts, basic and independent engineering analysis, liaison, and field monitoring. ▪ Performs complex drafting assignments with general instructions and works from furnished or self-generated computations and sketches. ▪ Evaluates functional feasibility of designs and their conformance to specifications; uses company and/or client drafting standards and specifications and engineering computations and sketches to assess the accuracy and acceptability of drawings prepared by other drafters, or designers. Instructs originators in the correction of noted deficiencies and certifies completeness of final drawing packages. ▪ Prepares sketches to be drawn by others; maintain drafting standards and suggest new standards or changes to existing standards; assists in developing training plans and programs for the training of new and less experienced drafting personnel. 	<p>Education: Requires certification of two (2) years training from a vocational school or two (2) years college with courses relevant to drafting or engineering principles and relevant education in Computer Aided Design</p> <p>Experience: Additional eight (8) years minimum experience. Requires an advanced understanding of all drafting practices and procedures plus the ability to perform and apply a variety of mathematical calculations and a thorough working knowledge of shop and field erection/assembly processes in the mechanical/structural, electrical, or architectural areas and a working knowledge of CAD equipment. Must have demonstrated good leadership, organization, planning, communication, and problem solving capability. <i>Additional relevant education may be substituted for a portion of the progressive experience.</i></p>
Engineering Associate Jr.	<p>Function of Position – Performs routine data gathering tasks in a training capacity to support engineering personnel.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Assists other employees in routine tasks such as logging, sorting, and taking data. ▪ Observes operations and records data for analysis by others. ▪ During progressive training activities, confers with other personnel to clarify scope and requirements of assignments. Seeks out routines and becomes familiar with group procedures in order to expedite training activities. 	<p>Education: No education requirement. High School degree, GED, or college courses in engineering, mathematics, or science are desirable.</p> <p>Experience: Ability to understand basic engineering terminology.</p>
Engineering Associate Mid	<p>Function of Position – Provides assistance to engineering personnel by performing standardized assignments involving a sequence of related operations utilizing standard work methods.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Provides general assistance to technical personnel. Extracts engineering data from various prescribed but non-standardized sources; processes the data following well-defined methods including elementary algebra and geometry. ▪ Performs moderately complex computations. ▪ Prepares more routine internal reports and procedures related to work function. ▪ Utilizes computer terminals to formulate graphic files, to chart, collect, and plot data. 	<p>Education: Two (2) years college with courses in computer science, mathematics, or other related engineering courses,</p> <p>Experience: Two (2) years minimum of related experience in data reduction and analysis, or any equivalent combination of relevant education and experience for a total of four (4) years.</p>

Jacobs Environmental Contract GS-10F-0239M
Option to Extend the Term of the Contract (Evergreen)

Labor Category

Title	Function/Responsibility	Education/Experience
<p>Engineering Associate Sr.</p>	<p>Function of Position – Performs work of broad scope and complexity involving responsibility for independent planning and accomplishing a complete project or study, or serves as an expert in a narrow aspect of a particular field of engineering.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Performs difficult and responsible engineering work in a field of engineering or science with considerable latitude as to methods of accomplishing assignments. ▪ Plans or assists in planning requirements, writing procedures, evaluating data, and writing reports. ▪ May write technical reports on projects covering progress, evaluation, analysis, and conclusions; contributes to the preparation of formal reports on special technical investigations or studies. ▪ Selects approaches to resolve design or operational problems; visualizes and develops new techniques or methods as needed for effective data presentations. ▪ Coordinates complex engineering and administrative problems needing resolution with suppliers, contractors, engineers, etc. ▪ May supervise or train a small staff of associates or craftsmen. ▪ Makes sound engineering decisions in situations where standard methods, procedures, and techniques may not be applicable. 	<p>Education: Two (2) years of college with courses in engineering or associated disciplines,</p> <p>Experience: Eight (8) years minimum of related experience. <i>Additional relevant education may be substituted for a portion of the experience.</i></p> <p>Communication skills, both oral and written, should be commensurate with the position. Demonstrated ability to lead and direct work of others.</p> <p>Position requires specialized and extensive knowledge of engineering principles gained through long and varied work experience in field of specialty.</p>
<p>Technical Assistant</p>	<p>Function of Position – Performs general services in support of the maintenance and administrative operations of the company.</p> <p>Duties and Responsibilities</p> <p>(Note: May not perform all of the following.)</p> <ul style="list-style-type: none"> ▪ Assists with general routine maintenance work. ▪ Assists with inspection, preventative maintenance and minor repairs on electrical, mechanical, and HVAC systems. ▪ Performs minor repairs to all building structures and finishes. ▪ May assist in transporting Sverdrup personnel and clients. 	<p>Education: No education requirements. High School degree or GED desirable.</p> <p>Experience: Requires ability to understand and follow both written and oral instructions. May require a valid state driver's license with no restrictions/limitations.</p>
<p>Technician</p>	<p>Function of Position – Performs operation and maintenance services, including fabrication, installation, and troubleshooting activities.</p> <p>Duties and Responsibilities</p> <p>(Note: May not perform all of the following duties.)</p> <ul style="list-style-type: none"> ▪ Assists in the operation, installation, fabrication, maintenance and repair of electrical and electronic equipment or ADPE and instrumentation systems. <p>OR</p> <ul style="list-style-type: none"> ▪ Performs routine fabrication, checkout, troubleshooting and repair of electronic systems or basic electronic or electromechanical test equipment. <p>OR</p> <ul style="list-style-type: none"> ▪ Operates and maintains electromechanical equipment or systems required to receive and deliver cryogenic fluids, may assist in fabrication of mechanical components. <p>OR</p> <ul style="list-style-type: none"> ▪ Performs fabrication and maintenance of electromechanical systems and operates hydrologic and hydraulic equipment. <p>OR</p> <ul style="list-style-type: none"> ▪ Assists in calibrating and cleaning transducers, samplers, and coupling devices used in cryogenic systems. 	<p>Education: AA Degree or equivalent in an appropriate and relevant discipline,</p> <p>Experience: Two (2) years or more of relevant experience for Electronic Technicians; requires four (4) years or more of relevant experience for all other areas of specialty.</p>

**Jacobs Environmental Contract GS-10F-0239M
Option to Extend the Term of the Contract (Evergreen)**

Labor Category

Title	Function/Responsibility	Education/Experience
<p>Test Technician Jr.</p>	<p>Function of Position – Provides assistance to technicians and engineers by performing routine assignments involving a sequence of related operations utilizing standard works methods.</p> <p>Duties and Responsibilities Provides general assistance to higher-grade technicians in the performance of duties. Follows specific instructions, performs a wide variety of activities in the shop, test, or yard areas. Performs manual work such as operating power mowers, chemical spreaders, electric and air tools, or other hand tools requiring loading and unloading earth, supplies, equipment, and other materials. Performs pickup and delivery service as required. Sets out, trims, prunes, sprays, and maintains plants on facility site. Performs other related duties as required.</p>	<p>Education: No education requirements. High School Degree or GED desirable.</p> <p>Experience: Two (2) years minimum of related experience. Ability to operate hand and power tools. For positions requiring typing skills: ability to type at the rate of 60 words per minute with no more than eight (8) errors.</p>
<p>Test Technician Sr.</p>	<p>Function of Position – Performs assignments that are not completely standardized or prescribed involving a sequence of related operations.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Under general supervision, performs routine metal working, mechanical, electrical, and manual work in the testing, operating, and shop areas of an engineering test facility. ▪ Prepares test articles for testing; installs instrumentation or test articles; prepares test facility equipment for operation, checks installations, troubleshoots equipment, test articles, instrumentation, and installations in case of malfunctions; operates plant equipment during tests. Assists on tests. Removes test articles after tests, installs and maintains facility systems, accomplishes maintenance and service work required to place and keep test facility equipment in operation; uses a wide variety of hand and machine tools, powered equipment, and measuring and testing equipment. ▪ Provides general assistance to engineering personnel involving test programs. <p>Performs other work as required.</p>	<p>Education: No education requirements High School degree or GED desirable.</p> <p>Experience: Six (6) years minimum of related experience in layout, fabrication, assembly, erection, and rigging of steel towers or structural research instrumentation. Ability to skillfully operate and work with a wide variety of hand and power tools associated with the trade. Ability to read and work from blueprints, diagrams, or sketches.</p>
<p>Technical Specialist</p>	<p>Function of Position – To provide technical guidance to personnel engaged in a specialized support function of the company, and to serve as a technical specialist in the field.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Serves as focal point for work requests of the group; plans, organizes, and coordinates the activities of personnel engaged in equipment operations or maintenance. Controls and reviews work to ensure timeliness and accuracy of responsible function. ▪ Establishes and maintains schedule for the group to be consistent with budgetary and time constraints, with emphasis on safety operations. ▪ Assists employees with problem resolution; coaches and counsels employees; assures compliance with and activity supports EEO/AA programs. <p>Develops innovative approaches to non-routine, nonrecurring work requests based on acquired expertise and knowledge of organizational philosophy and personnel capabilities. Performs any other related duties as may be required to meet objectives of the group; provides training; maintains appropriate records.</p>	<p>Education: Minimum of two (2) years college or vocational training in area of specialty</p> <p>Experience: Twelve (12) years relevant experience, or any equivalent combination of education/ experience for total of fourteen (14) years. Demonstrated leadership ability and good communication skills required.</p>

**Jacobs Environmental Contract GS-10F-0239M
Option to Extend the Term of the Contract (Evergreen)**

Labor Category

Title	Function/Responsibility	Education/Experience
<p>Supervisor Jr.</p>	<p>Function of Position – To provide supervisory guidance for an administrative support function. May perform some of the more complex work components, but these are secondary to the supervisory responsibilities.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Serves as focal point for work requests of the group; determines best method of accomplishment and makes appropriate work assignments; performs complex assignments related to the function. Controls and reviews work in progress to ensure accuracy and completeness. ▪ Ensures that recurring work requests and schedules are based on established guidelines and procedures; non-routine activities are coordinated closely with supervision for guidance. ▪ Assists employees with problem resolution; counsels, commands, or recommends reprimands as appropriate. Conducts performance evaluation interviews. Ensures compliance with company rules and regulations. ▪ Performs any other related duties as may be required to meet objectives of the group; provides training; maintains records. 	<p>Education: Minimum of two (2) years college or vocational training related to function,</p> <p>Experience: Eight (8) years direct experience, or any equivalent combination of education/experience for a total of ten (10) years.</p> <p>Additional qualifications required are demonstrated leadership ability and good oral and written communication skills.</p>
<p>Supervisor Mid</p>	<p>Function of Position – To provide supervisory guidance to personnel engaged in a specialized technical support function of the company, and to serve as technical specialist in the field.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Serves as focal point for work requests of the group; plans, organizes, and coordinates the activities of personnel engaged in a specific technical support function involving equipment operations or maintenance. Controls and reviews work to ensure timeliness and accuracy of responsible functions. ▪ Establishes and maintains schedules for the group to be consistent with budgetary and time constraints with emphasis on safety of operations. ▪ Assists employees with problem resolution; counsels employees and commends or reprimands as appropriate; conducts performance evaluation interviews; seeks interpretation of company policies as required and informs employees; enforces safety regulations; assures compliance with and actively supports EEO/AA programs. ▪ Develops innovative approaches to non-routine, nonrecurring work requests, based on acquired expertise and knowledge of organization philosophy and personnel capabilities. ▪ Performs any other related duties as may be required to meet objective of the group, provides training; maintains appropriate records. ▪ Serves as technical specialist in area of specialty and acts as a contributing member of management teams for policy formulation. 	<p>Education: Minimum of two (2) years college or vocational training in area of specialty</p> <p>Experience: Fourteen (14) years relevant experience, or any equivalent combination of education/experience for a total of sixteen (16) years.</p> <p>Demonstrated leadership ability and good communication skills are required.</p>

**Jacobs Environmental Contract GS-10F-0239M
Option to Extend the Term of the Contract (Evergreen)**

Labor Category

Title	Function/Responsibility	Education/Experience
<p>Supervisor Sr.</p>	<p>Function of Position – To provide supervisory guidance and direction to a multi-functional, complex support unit or small technical unit, and to ensure technical excellence and quality service within assigned resources.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Provides lower-level supervisors, working leaders, and employees with work direction and delegates sufficient authority to carry out responsibilities. ▪ Continuously plans and schedules work of those reporting to ensure that it may be effectively performed; establishes realistic and attainable objectives and defines expected results; reviews technical work of subordinates; implements quality, safety, and housekeeping activities as integral part of their operation. ▪ Evaluates job performance of employees; recommends compensation consistent with job assignment and performance; provides on-the-job training; supports and complies with EEO/AA programs. ▪ Develops innovative approaches to non-routine, nonrecurring work requests, based on acquired expertise and knowledge of organizational philosophy and personnel capabilities. ▪ Develops and makes recommendations on budgets, plans, and guidelines for acceptable accomplishment of assigned objectives. ▪ Serves as an advisory and contributing member of the management team in regard to formulation of policies and procedures for area of expertise and specialty. ▪ Interfaces considerably with peers and upper management to ensure accomplishment of company objectives within areas of responsibility; keeps superiors informed of significant developments. 	<p>Education/Experience: BS degree in area of specialty and thirteen (13) years minimum relevant experience OR- MS degree and eleven (11) years minimum relevant experience OR- PhD and seven (7) years minimum relevant experience plus demonstrated leadership and communication skill of the highest caliber.</p>
<p>Technical Manager</p>	<p>Function of Position – Responsible for planning, organizing, leading, and controlling the allocated resources of a technical support unit with significant impact upon the overall operations of a large group or the Company in total. Responsible for managing the activities and staff of a research engineering or technical unit engaged in product development, design, process definition/ improvement, or related technical support functions.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Maintains high level of involvement in client activities to achieve insight into areas where Sverdrup support may be applied to accomplish client goals most effectively. ▪ Manages the overall working unit's area of responsibility, develops and implements plans, determines personnel requirements and assigns/evaluates results, provides employee counseling and complies with EEO/AA programs. Makes personnel-related recommendations. ▪ Prepares resource estimates and complies with budget limitations. ▪ Identifies and allocates manpower and resources to ensure completion of established objectives within budgetary and schedule guidelines while upholding high technical standards. ▪ Organizes project and task work loads, selects individuals most qualified for assignments on specific projects, and makes task assignments. 	<p>Education/Experience: BS degree and fourteen (14) years minimum related experience, OR- MS degree and twelve (12) years minimum related experience OR- PhD and eight (8) years minimum of related experience. Requires demonstrated leadership skills as evidenced by prior managerial and supervisory experience. Must be able to effectively communicate with others.</p>

**Jacobs Environmental Contract GS-10F-0239M
Option to Extend the Term of the Contract (Evergreen)**

Labor Category

Title	Function/Responsibility	Education/Experience
<p>Project Manager Jr.</p>	<p>Function of Position – Responsible for providing assistance to more senior project managers for the direction of large projects or managing a small project of limited scope/cost.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Assists more senior project managers in development of project work plans, specifications and criteria, and cost and schedule estimates; assists in development of new business opportunities. ▪ Manages projects of limited scope within contractual cost and schedule guidelines; reviews output/documentation/deliverables for adequacy of quality and quantity. ▪ Tracks progress of project work and resource usage, informs senior managers of problem areas, and recommends corrective action, as needed. ▪ Evaluates performance of project team members. 	<p>Education/Experience: BS degree from an accredited engineering school and five (5) years minimum of engineering experience, OR-MS degree from an accredited engineering school and four (4) years minimum of engineering experience.</p>
<p>Project Manager Mid</p>	<p>Function of Position – Responsible for managing project of large size and complexity, or multiple projects. Assists more senior managers in marketing and managing large and complex projects or group of projects.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Serves as a point of contact for development and discussion of new business opportunities and, subsequently, project objectives, scope, and budgets within the company and between the company and the client. ▪ Leads a team in the accomplishment of work on projects of large size and in the development of all required documentation/ deliverables within budget and schedule constraints. ▪ Controls project work accomplishment vs. scope of services contracted, assesses progress vs. schedule and budget; resolves conflicts or elevates conflicts to management level necessary for resolution. ▪ Assists senior project managers in the development and management of large and complex projects; may lead a portion of the project. ▪ Evaluates performance of project team members. 	<p>Education/Experience: BS degree from an accredited engineering school and ten (10) years minimum of engineering experience with at least three (3) years minimum in project management, OR- MS degree from an accredited engineering school and eight (8) years minimum of engineering experience with at least three (3) years minimum in project management experience. Demonstrated competence in project management and technical competence in discipline field(s) and knowledge of company policies and practices.</p>

**Jacobs Environmental Contract GS-10F-0239M
Option to Extend the Term of the Contract (Evergreen)**

Labor Category

Title	Function/Responsibility	Education/Experience
<p>Project Manager Sr.</p>	<p>Function of Position – Responsible for managing large and complex projects, and providing management for a group of smaller projects via subordinates managers. Conducts marketing operations and assists other managers, principals, or officers in marketing and managing very large, complex projects.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Initiates new business contacts under the direction of an officer or senior-level manager and participates in the development of marketing and pricing strategies and the subsequent contractual agreements. ▪ Manages large, complex projects; tracks and controls scope of work, resource utilization, schedules, and work accomplishments; initiates corrective actions as required; maintains continuous contact with the client and resolves contractual conflicts or elevates conflicts to officer/director level for resolution. ▪ Monitors progress of subordinate managers on assigned projects and provides management, administrative, and technical guidance as required. ▪ Assists other senior project managers, principles, or officers in the management of extremely large, multi-discipline projects. ▪ Evaluates performance of project team members or project managers assigned to project. 	<p>Education/Experience: BS degree from an accredited engineering school plus a minimum of fourteen (14) years minimum of engineering experience with at least five (5) years minimum in project management, OR-MS degree from an accredited engineering school plus a minimum of twelve (12) years minimum of engineering experience with at least five (5) years minimum in project management. Demonstrated leadership skills, ability to function under pressure, demonstrated resource management capability, demonstrated technical competence and through knowledge of company policies and practices.</p>
<p>Manager Jr.</p>	<p>Function of Position – Responsible for planning, organizing, leading, and controlling the allocated resources of a staff administrative function within a large group or of a small operations section within a small group or division.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Manages the overall working units' area of responsibility; develops and implements plans; determines personnel requirements and assigns; evaluates results, provides employee counseling and complies with EEO/AA programs. Makes personnel-related recommendations. ▪ Prepares resource estimates and complies with budget limitations. ▪ Interprets, adapts, and recommends policies and procedures; develops, coordinates, and implements policies and procedures for areas of responsibility. ▪ Implements quality, safety, and housekeeping standards. 	<p>Education: Minimum of two (2) years college or vocational training in area of specialty Experience: Ten (10) years relevant experience, or any equivalent combination of education/experience for a total of twelve (12) years. Demonstrated leadership ability and good communication skills are required.</p>
<p>Manager Mid</p>	<p>Function of Position – Responsible for planning, organizing, leading, and controlling the allocated resources of a small staff administrative or technical support unit, or serves as assistant manager of a larger staff unit.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Manages the overall working units' area of responsibility; develops and implements plans; determines personnel requirements and assigns; evaluates results, provides employee counseling and complies with EEO/AA programs. Makes personnel-related recommendations. ▪ Prepares resource estimates and complies with budget limitations. ▪ Interprets, adapts, and recommends policies and procedures; develops, coordinates, and implements policies and procedures for areas of responsibility. <p>Implements quality, safety, and housekeeping standards.</p>	<p>Education/Experience: BS degree and eleven (11) years minimum related experience, OR- MS degree and nine (9) years minimum related experience OR-PhD and five (5) years minimum of related experience. Requires demonstrated leadership skills as evidenced by prior supervisory experience. Must be able to effectively communicate with others.</p>

**Jacobs Environmental Contract GS-10F-0239M
Option to Extend the Term of the Contract (Evergreen)**

Labor Category

Title	Function/Responsibility	Education/Experience
Manager Sr.	<p>Function of Position – Responsible for planning, organizing, leading, and controlling the allocated resources of technical unit.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Manages the overall working units' area of responsibility; develops and implements plans; determines personnel requirements and assigns; evaluates results, provides employee counseling and complies with EEO/AA programs. Makes personnel-related recommendations. ▪ Prepares resource estimates and complies with budget limitations. Manages and controls programs and non-project activities and resources. ▪ Interprets, adapts, and recommends policies and procedures; develops, coordinates, and implements policies and procedures for areas of responsibility. ▪ Implements quality, safety, and housekeeping standards. 	<p>Education/Experience: BS degree and fifteen (15) years minimum related experience, OR-MS degree and thirteen (13) years minimum related experience OR- Ph.D. and nine (9) years minimum of related experience. Requires demonstrated leadership skills as evidenced by prior supervisory experience. Must be able to effectively communicate with others.</p>
Program Manager	<p>Function of Position – Responsible for program management leadership for a group of project managers in a single program area.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Represents the company to clients, users, and sponsors in the program area. ▪ Manages the business aspects of several projects composing the program to assure program objectives are met within cost and on schedule. ▪ Serves as a communications or focal point for the program. Provides briefings for the customer and Sverdrup management as required to assure high levels of management are adequately informed of the changing nature of the program in order to take appropriate actions. ▪ Evaluates the performance of those project managers assigned to program. 	<p>Education/Experience: BS degree and a minimum of fourteen (14) years minimum related experience, OR- MS degree and twelve (12) years minimum related experience. OR-PhD and nine (9) years minimum of related experience. Requires demonstrated leadership skills as evidenced by prior supervisory experience. Must be able to effectively communicate with others.</p>
Operations Assistant	<p>Function of Position – Performs general services in support of the maintenance and administrative operations of the company.</p> <p>Duties and Responsibilities (Note: May not perform all of the following.)</p> <ul style="list-style-type: none"> ▪ Assists in the preparation of food at the Sverdrup Conference Facility. ▪ Maintains landscape at the Sverdrup Conference Facility. ▪ Performs general maintenance at the Sverdrup Conference Facility. ▪ Picks up supplies and delivers material as required. 	<p>Education: No education requirements. Requires ability to understand and follow both written and oral instructions. Experience: No experience is required. May require a valid state driver's license.</p>
Office Assistant	<p>Function of Position – Performs general, routine office assignments, including typing, filing, posting or logging, and sorting and distributing mail.</p> <p>Duties and Responsibilities (Note: May not perform all of the following.)</p> <ul style="list-style-type: none"> ▪ Arranges and prepares office and general correspondence, and technical and business reports, etc., using specialized equipment such as typewriter, word processing equipment, etc. ▪ Maintains office and general files on a variety of materials. ▪ Maintains logs and posts data to records. ▪ Prepares routine reports. ▪ Performs other related duties: answers phones, procures office supplies, sorts and distributes mail, duplicates material, etc. 	<p>Education: No education requirements. High School or GED desirable. Experience: Requires general clerical skills and familiarity with standard office procedures, equipment, etc. For positions requiring typing skills: ability to type at the rate of 60 words per minute with no more than eight (8) errors.</p>

**Jacobs Environmental Contract GS-10F-0239M
Option to Extend the Term of the Contract (Evergreen)**

Labor Category

Title	Function/Responsibility	Education/Experience
<p>Secretary Jr.</p>	<p>Function of Position – Performs secretarial and clerical duties in support of one individual or an organizational section.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Arrange and types a variety of materials including technical reports, letters, memorandum, statistical data, and other office correspondence. Composes and types routine correspondence for supervisor’s approval. ▪ Takes dictation (manually or via Dictaphone); transcribes and types correspondence, memoranda, and reports. ▪ Gathers, tabulates, or otherwise manipulates data. Types and distributes periodic reports. ▪ Coordinates travel arrangements for supervisors and staff members. ▪ Responds to routine telephone requests and refers calls and visitors to appropriate staff. Reviews mail and ensures timely staff response. ▪ Sets up and maintains files. ▪ Assumes supervisor’s administrative duties for office efficiency. 	<p>Education: No education requirements. High School degree or GED desirable.</p> <p>Experience: Requires a minimum of two (2) years of relevant experience in a secretarial position or through specialized training.</p> <p>For positions requiring typing skills: Typing at the rate of 60 words per minute with no more than eight (8) errors.</p>
<p>Secretary Sr.</p>	<p>Function of Position – Performs secretarial and administrative duties for an executive within Jacobs.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Arrange and types a variety of materials including technical reports, letters, memoranda, statistical data, and other office correspondence. Composes correspondence for supervisor whenever possible. ▪ Takes dictation; transcribes and types correspondence, memoranda, and reports. ▪ Prepares and types periodic reports, summaries, replies to inquiries, etc. ▪ Schedules appointments; anticipates and prepares material needed for meetings. ▪ Screens telephone calls, visitors, incoming correspondence, etc. Direct inquiries to appropriate personnel for response and drafts responses where appropriate. ▪ Designs and maintains specialized files. ▪ Reviews outgoing materials and correspondence for internal consistency and conformance with established organizational and company procedures. ▪ Makes arrangements for domestic and international travel. ▪ Interfaces with Jacobs Corporation personnel and ensures that information requests are submitted in a timely manner. ▪ Performs other related administrative duties. 	<p>Education: No education requirement. High School degree or GED desirable.</p> <p>Experience: Requires a minimum of six (6) years of relevant experience in a secretarial or administratively responsible position, or through a combination of relevant experience and specialized training. Requires demonstrated office management, general administrative, and good oral and written communication skills.</p> <p>For positions requiring typing skills: Typing at the rate of 60 words per minute with no more than eight (8) errors.</p>

**Jacobs Environmental Contract GS-10F-0239M
Option to Extend the Term of the Contract (Evergreen)**

Labor Category

Title	Function/Responsibility	Education/Experience
<p>Administrative Associate Jr.</p>	<p>Function of Position – Provides administrative assistance for a clearly defined area of specialty.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Coordinates scheduling of material, work, or information services to support timely dissemination; may implement requisition processes as required. ▪ Develops and maintains suspense record systems dealing with status of material, equipment, or data, some or all of which may be classified in nature. ▪ Prepares listings for area of specialty; may conduct internal audits or periodic inventories, balance budgetary data, or verify data as required. ▪ Prepares administrative reports utilizing accessible and available material from a variety of reference sources; researches material as needed. Composes and prepares correspondence, reports, etc., in rough and finished forms using own initiative and in accordance with policies and procedures; prepares a variety of reports, summaries, etc. based upon files, records, logs, etc.; selects relevant information from a variety of sources and incorporates into responses to inquiries of appropriate magnitude. Reports and summaries prepared are non-routine and frequently one-time requests. ▪ Responds daily to verbal inquiries regarding status of material or information; provides advisory services for area of specialty; may interface with other contractor or agencies for normal performance of job. ▪ Reviews regulations, publications, and directives, initiating appropriate action or referring to appropriate staff member. 	<p>Education: Requires one (1) year of college with courses in business administration, computer science, or industrial management,</p> <p>Experience: Three (3) years minimum progressive experience, or any equivalent combination of relevant education and experience.</p> <p>Incumbent must have good communication skills, both oral and written, and working familiarity with remote terminal equipment.</p>
<p>Administrative Associate Mid</p>	<p>Function of Position – Provides non-routine administrative assignments of substantial variety and complexity. Serves as organizational authority in areas of administrative responsibility.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Develops, recommends, and implements timely completion of functions to satisfy contract requirements which may include scheduling of material, man-hours, or information services. Close liaison is established and maintained with internal organizations, external firms or agencies, and/or the Air Force. ▪ Determines, maintains, and revises priorities for others to accomplish objectives or function. ▪ Prepares a variety of informal and formal correspondences for both internal and external dissemination. Work produced represents considerable originality and/or analytical skills within defined areas. ▪ Coordinates, complies, and prepares a variety of management related information utilizing extensive contracts with external agencies to interpret and recommend action. ▪ Conducts briefings and inspections to assure compliance with prescribed policies and procedures. 	<p>Education: Requires two (2) years of college with courses in business administration, industrial management, or appropriate discipline,</p> <p>Experience: Four (4) years minimum progressive experience, or any equivalent combination of relevant education and experience. Additional relevant education may be substituted for progressive experience.</p> <p>Oral and written communication skills commensurate with the position are required as well as comprehensive knowledge of company policies and procedures and work flow processes.</p>

**Jacobs Environmental Contract GS-10F-0239M
Option to Extend the Term of the Contract (Evergreen)**

Labor Category

Title	Function/Responsibility	Education/Experience
<p>Administrative Associate Sr.</p>	<p>Function of Position – Performs a broad level of complex administrative functions and serves as a specialist in a technical area. Interfaces between Sverdrup, other contractors, and clients, as required.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Performs independent, non-routine assignments within areas of responsibility. Conducts a significant portion of a business operation as a specialist in the area, operating with considerable latitude for non-reviewed action or decision. May develop and revise integration of test or support schedules compatible with Company and the clients' priorities. ▪ Conducts interviews and analyzes data regarding complex issues and business systems; prepares detailed management report on the subject. May provide and develop test and support schedules. ▪ Determines effectiveness of complex business systems and recommends improvements. ▪ Prepares and conducts briefings or presentations, as required, in areas of specialty. ▪ Advises management on business activities in area of expertise and serves as company representative. ▪ Works on special assignments, coordinates actions to correct problems, and documents subsequent to procedures. 	<p>Education: Requires two (2) years of college with courses in business administration, industrial management, or appropriate discipline</p> <p>Experience: Eight (8) years minimum of progressive and relevant experience. Additional relevant education may be substituted for progressive experience. Requires good oral and written communication skills, and analytical capability.</p>
<p>Administrative Professional Jr.</p>	<p>Function of Position – Responsible for a limited portion of the administrative and routine functions of a support organization.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Examines and verifies information contained in reports, records, and other documentation. ▪ Maintains records, reports, and correspondence as required. Performs records and literature searches for others. ▪ Performs routine posting of data to records as required. ▪ Prepares reports in accordance with prescribed styles and formats, gathering and analyzing data as may be required. ▪ Assists in preparation of presentations, reports, and briefings. 	<p>Education: BA or BS degree in the appropriate discipline.</p> <p>Experience: None required.</p>
<p>Administrative Professional Mid</p>	<p>Function of Position – Performs a broad level of assignments in an administrative function and is responsible for a portion of the administrative functions of a support organization.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Performs independent, professional, non-routine assignments within areas of responsibility, as assigned. ▪ Responsible for a portion of a business activity, conducting routine work independently and in some cases instructing lower-level assistants. ▪ Conducts independent interviews and data analysis regarding moderately complex issues or procedures, and prepares reports to supervision or management regarding evaluations and recommendation. ▪ Evaluates business systems to determine effectiveness of procedures and recommends improvements. ▪ Prepares and conducts briefings or presentations as required. ▪ Serves as department representative on special assignments involving area of expertise. 	<p>Education: BA or BS degree in the appropriate discipline</p> <p>Experience: Three (3) years minimum of appropriate and progressive experience; additional relevant education may be substituted for progressive experience.</p>

**Jacobs Environmental Contract GS-10F-0239M
Option to Extend the Term of the Contract (Evergreen)**

Labor Category

Title	Function/Responsibility	Education/Experience
<p>Administrative Professional Sr.</p>	<p>Function of Position – Plans and conducts a portion of a major business activity involving routine operations as well as complicated special projects.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Directs company business activity in area of expertise; prepares plans and budgets for specific business operations; develops long-term plans for special projects. ▪ Conducts or directs special projects in area of expertise, and prepares original, creative reports to management. ▪ Evaluates policies and procedures and recommends improvements. ▪ Represents department in meetings related to special business area. ▪ Advises management of the impact of business actions on area of expertise. ▪ Assists executives in development of plans and projects, and confers with department heads regarding business activity. 	<p>Education: BA or BS degree in the appropriate discipline Experience: Ten (10) years minimum of progressive and relevant experience. Additional relevant education may be substituted for progressive experience.</p>
<p>Administrative Specialist</p>	<p>Function of Position – Responsible for planning, organizing, leading, and controlling the allocated resources of an administrative or technical support unit with significant impact upon operations of a large group or the Company in total.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Coaches the overall working units in area of responsibility, develops and implements plans, determines personnel requirements, evaluates results, provides employee counseling, and complies with EEO/AA programs. Makes personnel-related recommendations. ▪ Prepares resource estimates and complies with budget limitations. ▪ Interprets, adapts, and recommends policies and procedures; develops, coordinates, and implements policies and procedures for area of responsibility. ▪ Implements quality, safety, and housekeeping standards. 	<p>Education/Experience: BS degree and fourteen (14) years minimum related experience, <u>OR</u>- MS degree and twelve (12) years minimum related experience <u>OR</u>-PhD and eight (8) years minimum of related experience. Requires demonstrated leadership skills as evidenced by prior coaching experience. Must be able to effectively communicate with others.</p>
<p>Director I</p>	<p>Function of Position – Responsible for directing, planning, and organizing a major staff organization with multi-group functions</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Directs the overall operations of a staff function within the general company objectives; develops and recommends plans and programs, and implements; assigns personnel and provides evaluation of results. ▪ Prepares resources estimates and complies with overall budget limitations. ▪ Interprets and recommends corporate policies and procedures; develops and implements policies and procedures within corporate guidelines. ▪ Serves as advisor to executive management on matters within area of responsibility; serves as member of corporate committees. 	<p>Education/Experience: BS degree and fifteen (15) years minimum related experience, <u>OR</u>-MS degree and thirteen (13) years minimum related experience <u>OR</u>-PhD and nine (9) years minimum of related experience. Requires demonstrated leadership skills as evidenced by prior supervisory experience. Must be able to effectively communicate with others.</p>

**Jacobs Environmental Contract GS-10F-0239M
Option to Extend the Term of the Contract (Evergreen)**

Labor Category

Title	Function/Responsibility	Education/Experience
Director II	<p>Function of Position – Responsible for directing, planning, and organizing a major technological department within a large group or within the company.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Directs the overall operations of a department within the overall company objectives; develops and plans technical programs, and implements; assigns personnel, and reviews results. ▪ Inputs resource requirements, and allocates and controls resource utilization for department. ▪ Recommends and reviews policies and procedures for group-wide and/or company-wide application. ▪ Serves as advisor to executive management on projects and progress within area of responsibility; serves as member of Policy Committees. ▪ Serves as official company representative to clients. 	<p>Education/Experience: BS degree and fifteen (15) years minimum related experience, OR: MS degree and thirteen (13) years minimum related experience OR: PhD and nine (9) years minimum of related experience. Requires demonstrated leadership skills as evidenced by prior supervisory experience. Must be able to effectively communicate with others.</p>
Vice President	<p>Function of Position – Responsible for directing, planning, and organizing a major technological operating segment or staff group of the Company.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ▪ Provides technical/administrative leadership and frequently serves as the final authority in field of specialty. ▪ Plans and controls resource requirements and allocates and controls resource utilization for area of responsibility. ▪ Recommends, reviews, and approves policies and procedures for group-wide and/or company-wide application. ▪ May serve as advisor on projects and programs, serves as member of the Executive Council. ▪ Serves as official company representative to clients. 	<p>Education/Experience: BS degree and fifteen (15) years minimum related experience, OR: MS degree and thirteen (13) years minimum related experience OR: PhD and nine (9) years minimum of related experience. Requires demonstrated leadership skills as evidenced by prior managerial and supervisory experience. Must be able to effectively communicate with others.</p>