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.

Multiple Award Schedule
Federal Supply Group: MAS
Contract Number: GS-10F-0335R
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering

Price list current as of Modifications: PS-0025 effective 09/23/2019 and PO-00027 effective 05/26/2020

Contractor: Environmental Cost Management, Inc., dba ECM Consultants
3525 Hyland Avenue, Suite 200
Costa Mesa, CA 92626 4469

Business Size: Small Business

Telephone: (510) 964-4399 or (559) 824-8711
Main Office: (714) 662-2759
FAX Number: (714) 662-2758
Web Site: www.ECMConsults.com
E-mail: httrejo@ecmconsults.com or dstevens@ecmconsults.com

Contract Administration: Holly Trejo or Don Stevens

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLM</td>
<td>Order Level Materials (OLMs)</td>
</tr>
<tr>
<td>541620</td>
<td>541620 Environmental Consulting Services</td>
</tr>
<tr>
<td>562112</td>
<td>562112 Hazardous Waste Disposal Services</td>
</tr>
<tr>
<td>541370GIS</td>
<td>541370GIS Geographic Information Systems (GIS) Services</td>
</tr>
<tr>
<td>562910REM</td>
<td>562910REM Environmental Remediation Services</td>
</tr>
</tbody>
</table>
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. See Price List.

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

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic

5. Point(s) of production (city, county, and state or foreign country): US


7. Quantity discounts: None.

8. Prompt payment terms: 0.5% Net 10 days, Net 30 days. “Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.”

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept.

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: Available, 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: Available, 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: Available, Contact Contractor

12. F.O.B Points(s): Destination

13a. Ordering Address(es): Same as Contractor
13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es): Same as company address

15. Warranty provision: 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): See Price List

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. 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. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/

25. Data Universal Numbering System (DUNS) number: 017526802

26. Notification regarding registration in System for Award Management (SAM) database: Registered, CAGE CODE-3XVW7
27. Final Pricing:
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

### Pricing

#### Task Orders $499,999.99 and Under

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>Services</th>
<th>Customer Site</th>
<th>Year 15</th>
<th>Year 16</th>
<th>Year 17</th>
<th>Year 18</th>
<th>Year 19</th>
<th>Year 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>541620, 562112, 541370, GIS, 562910 REM</td>
<td>Principal Consultant/ Vice President</td>
<td>Both</td>
<td>$189.43</td>
<td>$189.43</td>
<td>$193.22</td>
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<tr>
<td></td>
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<td>$161.20</td>
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<td>$164.42</td>
<td>$167.71</td>
<td>$167.71</td>
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<td></td>
<td>Principal Engineer, Geologist, Scientist or Technician</td>
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<td>$161.20</td>
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<td>$164.42</td>
<td>$167.71</td>
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<td></td>
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<td>$135.30</td>
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<tr>
<td>SIN(s)</td>
<td>Services</td>
<td>Contract or Custome r Site</td>
<td>Year 15</td>
<td>Year 16</td>
<td>Year 17</td>
<td>Year 18</td>
<td>Year 19</td>
<td>Year 20</td>
</tr>
<tr>
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<tr>
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<td></td>
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<td>Both</td>
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<td>$97.42</td>
<td>$99.37</td>
<td>$99.37</td>
<td>$101.36</td>
<td>$101.36</td>
</tr>
<tr>
<td></td>
<td>Senior Field Technician **</td>
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<td>$77.61</td>
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<tr>
<td></td>
<td>Project Field Technician **</td>
<td>Both</td>
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<td>$62.68</td>
<td>$62.68</td>
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<tr>
<td></td>
<td>Staff Field Technician II **</td>
<td>Both</td>
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<td>$54.75</td>
<td>$55.85</td>
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<td>$56.96</td>
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<tr>
<td></td>
<td>Field Technician **</td>
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<td>$53.73</td>
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<tr>
<td></td>
<td>Administrative Assistant **</td>
<td>Both</td>
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<td>$53.73</td>
<td>$54.80</td>
<td>$54.80</td>
<td>$55.90</td>
<td>$55.90</td>
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</table>

** SCA Applicable Labor Categories

<table>
<thead>
<tr>
<th>Task Orders $500,000 and Over</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIN(s)</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>541620, 562112, 541370 GIS, 562910 REM</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Position</td>
</tr>
<tr>
<td>--------------------------------</td>
</tr>
<tr>
<td>Project Manager</td>
</tr>
<tr>
<td>Senior Engineer/Geologist/Scientist II</td>
</tr>
<tr>
<td>Project Engineer/Geologist/Scientist</td>
</tr>
<tr>
<td>Project Engineer/Geologist/Scientist II</td>
</tr>
<tr>
<td>Staff Engineer/Geologist/Scientist II</td>
</tr>
<tr>
<td>Drafting/Graphic **</td>
</tr>
<tr>
<td>Senior Field Technician II **</td>
</tr>
<tr>
<td>Senior Field Technician **</td>
</tr>
<tr>
<td>Project Field Technician II **</td>
</tr>
<tr>
<td>Project Field Technician **</td>
</tr>
<tr>
<td>Staff Field Technician II **</td>
</tr>
<tr>
<td>Field Technician **</td>
</tr>
<tr>
<td>Administrative Assistant **</td>
</tr>
</tbody>
</table>

** SCA Applicable Labor Categories
## Support Products

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>Support Product (ODC's)</th>
<th>Contractor or Customer Site</th>
<th>Year 15</th>
<th>Year 16</th>
<th>Year 17</th>
<th>Year 18</th>
<th>Year 19</th>
<th>Year 20</th>
</tr>
</thead>
</table>


The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

<table>
<thead>
<tr>
<th>SCLS/SCA Eligible Labor Category</th>
<th>SCLS/SCA Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drafting / Graphic</td>
<td>30063 Drafter/CAD Operator III</td>
<td>2015-5645</td>
</tr>
<tr>
<td>Senior Field Technician II</td>
<td>30085 Engineering Technician V</td>
<td>2015-5645</td>
</tr>
<tr>
<td>Senior Field Technician</td>
<td>30084 Engineering Technician IV</td>
<td>2015-5645</td>
</tr>
<tr>
<td>Project Field Technician II</td>
<td>30083 Engineering Technician III</td>
<td>2015-5645</td>
</tr>
<tr>
<td>Project Field Technician</td>
<td>30082 Engineering Technician II</td>
<td>2015-5645</td>
</tr>
<tr>
<td>Staff Field Technician II</td>
<td>30081 Engineering Technician I</td>
<td>2015-5645</td>
</tr>
<tr>
<td>Field Technician</td>
<td>11210 Laborer, grounds Maintenance</td>
<td>2015-5645</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>01020 Administrative Assistant</td>
<td>2015-5645</td>
</tr>
</tbody>
</table>
LABOR CATEGORY DESCRIPTIONS

PRINCIPAL CONSULTANT/VICE PRESIDENT

FUNCTIONAL RESPONSIBILITY
ECM’s Principal Consultants and/or Vice Presidents are direct owners and professional consulting experts who manage clients and internal staff to develop an over-reaching strategy and vision for project portfolios and the wider company. They are responsible for company-wide programs and overall strategic direction. They are often responsible for major contract reviews and negotiations as well as committing resources to meeting or exceeding those obligations. Their performance is tied directly to ECM’s reputation and financial success.

Manages and supervises a staff of professional engineers, geologists, scientists, technicians, and/or administrative personnel with responsibility for making significant human resources recommendations/decisions in areas such as selection, grievances and complaints, disciplinary actions, training and development, and classification.
Develops the overall strategy, approach, philosophy, and vision for complex environmental investigation and/or remediation projects.

Prepares or supervises the preparation of project documents, submittals, deliverables, work plans, and reports. Provides difficult technical, administrative, and career assistance to other company staff, as appropriate.
Represents the company at hearings, negotiations, and other meetings with outside entities, such as clients, regulators, landowners, and other project stakeholders.

Identifies prospective, new clients and represents the company to them.
Directs the preparation of proposals to prospective and existing clients.
Directs the preparation of a budget for significant program(s).
Negotiates, approves, and signs contracts on the company’s behalf.
Recommends business program objectives and resource allocations, including strategic business expenditures.
Interprets, implements, and enforces company policies. Recommends changes in policy and procedures and effects such changes.
Holds one or more government-issued professional licenses in his/her field(s) of expertise.

MINIMUM/GENERAL EXPERIENCE
At least 15 years of related experience;
General engineering, scientific geological, and/or technical operations procedures and principles pertinent to company operations;
Principles and techniques of human resources management and supervision to include team dynamics, team building, leadership, mentoring, etc;
Principles and practices of business administration, organization, and management;
Budget review and monitoring;
Federal, State, and local laws, ordinances, and regulations pertaining to business operations, programs, and projects;
Contract preparation, negotiation, administration, and modification (including price);
Contracts and legal relationships between owner, consultant, contractor, and subcontractor;
Program planning and strategy;
Analyze statistical and financial records and reports;
Analyze technical and managerial problems and work out effective solutions;
Maintain effective collaborative working relationships;
Effectively represent the company to other organizations – clients, other consulting firms, insurance providers, financiers, regulatory agencies, and judicial organizations; and
Make effective oral and written presentations concerning policy questions, technical problems, alternatives, conclusions, and recommendations.

MINIMUM CREDENTIALS
Bachelor’s degree, master’s degree, or Ph.D. in an engineering or science discipline related to environmental consulting (for example, civil engineering, chemical engineering, geology, or chemistry), except for technicians with appropriate experience.
Professional registration in his/her area of expertise (for example, Professional Engineer, Registered Geologist, Certified Hazardous Materials Manager, contractor license, etc.), if relevant and/or required by state law.

**PRINCIPAL ENGINEER/GEOLOGIST/SCIENTIST/TECHNICIAN**

**FUNCTIONAL RESPONSIBILITY**

Principal Professional Engineer/Geologist/Scientist/Technician is a management-level class requiring a high degree of professional skill and knowledge in planning, administering, evaluating complex engineering/geological programs such as engineering and/or geological studies and related environmental documentation, administration and management of construction, installation, and/or service contracts, inspection of facilities and installations, contract preparation and review, client development and maintenance, and regulatory interaction. Principals are also owners in the company, thereby assuming a personal stake in project outcomes and the company’s performance as a whole. As such, they may be the only employees legally qualified to assume responsible charge of projects in some jurisdictions.

Most Principals manage or supervise an organization composed primarily of engineers, geologists, scientists, and/or technicians and which may include a number of technical and administrative occupations. A few Principal positions may not involve the supervisory responsibilities normally associated with this class, but may have significant responsibility for a company-wide program. Positions in this class may also plan, organize, direct and coordinate the activities of other consultants.

Manages and supervises a staff of professional engineers, geologists, scientists, technicians, and/or administrative personnel with responsibility for making significant human resources recommendations/decisions in areas such as selection, grievances and complaints, disciplinary actions, training and development, and classification.
Develops the overall strategy, approach, philosophy, and vision for complex environmental investigation and/or remediation projects.

Prepares or supervises the preparation of project documents, submittals, deliverables, work plans, and reports. Provides difficult technical, administrative, and career assistance to other company staff, as appropriate. Represents the company at hearings, negotiations, and other meetings with outside entities, such as clients, regulators, landowners, and other project stakeholders.
Identifies prospective, new clients and represents the company to them. Directs the preparation of proposals to prospective and existing clients. Directs the preparation of a budget for significant program(s). Negotiates, approves, and signs contracts on the company’s behalf. Recommends business program objectives and resource allocations, including strategic business expenditures. Interprets, implements, and enforces company policies. Recommends changes in policy and procedures and effects such changes. Holds one or more government-issued professional licenses in his/her field(s) of expertise.

**MINIMUM/GENERAL EXPERIENCE**

At least ten years of related experience; General engineering, scientific geological, and/or technical operations procedures and principles pertinent to the specific project; Principles and techniques of human resources management and supervision to include team dynamics, team building, leadership, mentoring, etc; Principles and practices of business administration, organization, and management; Budget preparation and monitoring; Federal, State, and local laws, ordinances, and regulations pertaining to projects;
Contract preparation, negotiation, administration, and modification (including price);
Contracts and legal relationships between owner, consultant, contractor, and subcontractor;
Project planning and strategy;
Plans and specification requirements;
Investigation, pilot testing, and remedial design;
Construction administration and management;
Safety requirements;
Assume responsible charge for planning, supervision, direction, and coordination of the work of a multiple disciplinary professional, technical and/or administrative staff;
Evaluate complex technical design and consulting work;
Review plans and specifications and recognize needed changes prior to approval;
Prepare complete and comprehensive budgets;
Analyze statistical and financial records and reports;
Analyze technical and managerial problems and work out effective solutions;
Maintain effective collaborative working relationships;
Effectively represent the company to other organizations – clients, other consulting firms, insurance providers, financiers, regulatory agencies, and judicial organizations; and
Make effective oral and written presentations concerning policy questions, technical problems, alternatives, conclusions, and recommendations.

MINIMUM CREDENTIALS

Bachelor’s degree, master’s degree, or Ph.D. in an engineering or science discipline related to environmental consulting (for example, civil engineering, chemical engineering, geology, or chemistry), except for technicians with appropriate experience.

Professional registration in his/her area of expertise (for example, Professional Engineer, Registered Geologist, Certified Hazardous Materials Manager, contractor license, etc.), if relevant and/or required by state law.

PRINCIPAL PROGRAM MANAGER

FUNCTIONAL RESPONSIBILITY

The Principal Program Manager is similar to the Program Manager but oversees larger programs. Administrative responsibilities include mentorship, performance reviews, personnel management, corporate structure, hiring, and development of company-level and program-level processes.

MINIMUM/GENERAL EXPERIENCE

At least ten years of related experience, including five years of project management on multiple, simultaneous projects or tasks;
General engineering, scientific geological, and/or technical operations procedures and principles pertinent to the specific program or contract;
Principles and practices of contract administration, organization, and management;
Budget preparation and monitoring;
Federal, State, and local laws, ordinances, and regulations pertaining to contracts and programs;
Procedures for contract preparation, negotiation, administration, and modification (including price);
Contracts and legal relationships between owner, consultant, contractor, and subcontractor;
Program and project planning and strategy;
Assume responsibility charge for planning, supervision, direction, and coordination of the work of a multiple disciplinary professional, technical and/or administrative staff engaged in multiple projects and programs;
Prepare, analyze, and review complete and comprehensive budgets;
Analyze statistical and financial records and reports;
Analyze technical and managerial problems and work out effective solutions;
Maintain effective collaborative working relationships;
Mentor junior staff to prepare them for roles as project or program managers;
Effectively represent the company to other organizations – clients, other consulting firms, insurance providers,
financiers, regulatory agencies, and judicial organizations; and
Make effective oral and written presentations concerning policy questions, technical problems, alternatives,
conclusions, and recommendations.

MINIMUM CREDENTIALS

Bachelor’s degree, master’s degree, or Ph.D. in an engineering or science discipline related to environmental
consulting (for example, civil engineering, chemical engineering, geology, or chemistry).

PROGRAM MANAGER

FUNCTIONAL RESPONSIBILITY

The Program Manager is a management-level class requiring a high degree of professional skill and knowledge in
planning, administration and management of simultaneous, multiple construction, installation, and/or service
contracts, contract preparation and review, client development and maintenance, and regulatory interaction.

The position requires a high degree of diplomacy, initiative, management proficiency, and judgment. Program
Managers often hold professional licenses in one or more technical disciplines, such as geology or engineering,
but licensure is not a requirement.

Program Managers simultaneously lead multiple teams and oversee development, implementation, and completion
of multiple projects, contracts, and/or task orders based on a client or industry group, with an emphasis on
controlling costs, schedules, scope, and quality. Alternatively, this could instead involve multiple tasks within a
single project, if it is large enough. Program Managers ensure the satisfaction of multiple clients, leading to repeat
business. They are also responsible for profit and loss. Positions in this class may also plan, organize, direct and
coordinate the activities of other consultants.

Directs multiple teams of project managers, professional engineers, geologists, scientists, technicians, and/or
administrative personnel in accordance with program, contract, and/or task order requirements.
Develops the overall strategy, approach, philosophy, and vision for the scope, quality, schedule, and budget of
environmental investigation and/or remediation programs and communicates these to project managers.
Controls cost, schedule, quality, and scope of multiple, simultaneous projects and/or task orders.
May supervise the preparation of project documents, submittals, deliverables, work plans, and reports.
Represents the company and client at hearings, negotiations, and other meetings with outside entities, such as
clients, regulators, landowners, and other project stakeholders.

Identifies prospective, new clients, represents the company to them, and directs the preparation of proposals and
budgets to them.
Negotiates, approves, and signs contracts on the company’s behalf.
Recommends contract program objectives and resource allocations, including strategic business expenditures.
Mentors other company personnel into project manager and program manager positions.

MINIMUM/GENERAL EXPERIENCE

At least ten years of related experience, including five years of project management on multiple, simultaneous
projects or tasks;
General engineering, scientific geological, and/or technical operations procedures and principles pertinent to the
specific program or contract;
Principles and practices of contract administration, organization, and management;
Budget preparation and monitoring;
Federal, State, and local laws, ordinances, and regulations pertaining to contracts and programs; 
Procedures for contract preparation, negotiation, administration, and modification (including price); 
Contracts and legal relationships between owner, consultant, contractor, and subcontractor; 
Program and project planning and strategy; 
Assume responsibility charge for planning, supervision, direction, and coordination of the work of a multiple 
disciplinary professional, technical and/or administrative staff engaged in multiple projects and programs; 
Prepare, analyze, and review complete and comprehensive budgets; 
Analyze statistical and financial records and reports; 
Analyze technical and managerial problems and work out effective solutions; 
Maintain effective collaborative working relationships; 
Mentor junior staff to prepare them for roles as project or program managers; 
Effectively represent the company to other organizations – clients, other consulting firms, insurance providers, 
financiers, regulatory agencies, and judicial organizations; and 
Make effective oral and written presentations concerning policy questions, technical problems, alternatives, 
conclusions, and recommendations.

MINIMUM QUALIFICATIONS

Bachelor’s degree, master’s degree, or Ph.D. in an engineering or science discipline related to environmental 
consulting (for example, civil engineering, chemical engineering, geology, or chemistry).

SENIOR PROJECT MANAGER

FUNCTIONAL RESPONSIBILITY

Senior project managers are very similar to project managers, but with enhanced responsibilities. They are capable 
of running large and/or complicated projects and may also be responsible for additional business development.

Senior project managers bear responsibility for one or more specific projects, assisting a company Principal in 
determining and fulfilling program responsibilities and managing clients’ expectations. The difference is that the 
number of projects, their value, and/or their complexity exceeds the usual expectations of a project manager. The 
position may also require a very high degree of diplomacy, initiative, technical proficiency, and judgment. Senior 
project managers often hold professional licenses in one or more technical disciplines, such as geology or 
engineering, but licensure is not a requirement.

A Senior project manager is normally responsible for all phases of a major project, delegating the individual tasks to 
Senior, Project, and Staff-level professionals as necessary, possibly even engaging project managers to oversee 
certain tasks. Senior project manager responsibilities otherwise resemble those of a project manager. 
Performs and supervises the review and/or preparation of plans, specifications, drawings, documents, and reports for 
environmental projects, including assessments, investigations, pilot studies, feasibility studies, remedial/corrective 
action plans, and implementation thereof. 
Consults with client, regulators, and other stakeholders’ project needs and prepares recommendations. 
Retains and administers contracts with subconsultants for the development of project designs, recommendations, 
construction/installation, and/or services. 
Tracks budget and expenditures over the life of the project. 
Assists Principal with development of the overall strategy, approach, philosophy, and vision for complex 
environmental investigation and/or remediation projects and implements them. 
Interprets and explains project and regulatory requirements to clients. 
Troubleshoots project difficulties. 
Prepares correspondence and reports. 
Develops budgetary requests and proposals. 
Consults with other company professionals regarding technical problems.
MINIMUM/GENERAL EXPERIENCE

At least ten years of experience, depending on individual capabilities, type of experience, and education level, with at least 3 years of experience as a project manager; Responsibilities otherwise conform to those of a project manager (section 7 below)

MINIMUM CREDENTIALS

Bachelor’s degree or master’s degree in an engineering or science discipline related to environmental consulting (for example, civil engineering, chemical engineering, geology, or chemistry), except for technicians with appropriate experience.
A minimum of ten years of related experience or eight years related experience with Ph.D. in above discipline.

PROJECT MANAGER

FUNCTIONAL RESPONSIBILITY

The Project Manager bears responsibility for one or more specific projects, assisting a company Principal in determining and fulfilling program responsibilities and managing clients’ expectations. The position requires a high degree of diplomacy, initiative, technical proficiency, and judgment. Project Managers often hold professional licenses in one or more technical disciplines, such as geology or engineering, but licensure is not a requirement.

A Project Manager is normally responsible for all phases of a major project, delegating the individual tasks to Senior, Project, and Staff-level professionals as necessary. This also includes reviewing the budget, running expenditures, and invoices to clients. Project Managers maintain clients with frequent communication and by managing and meeting their expectations. Project Managers may also develop new clients. Finally, Project Managers will frequently represent clients to regulatory agencies, or support the client’s own interactions.

Performs and supervises the review and/or preparation of plans, specifications, drawings, documents, and reports for environmental projects, including assessments, investigations, pilot studies, feasibility studies, remedial/corrective action plans, and implementation thereof.

Consults with client, regulators, and other stakeholders’ project needs and prepares recommendations.
Retains and administers contracts with subconsultants for the development of project designs, recommendations, construction/installation, and/or services.
Tracks budget and expenditures over the life of the project.
Assists Principal with development of the overall strategy, approach, philosophy, and vision for complex environmental investigation and/or remediation projects and implements them.
Interprets and explains project and regulatory requirements to clients.
Troubleshoots project difficulties.
Prepares correspondence and reports.
Develops budgetary requests and proposals.
Consults with other company professionals regarding technical problems.

MINIMUM/GENERAL EXPERIENCE

Three to ten years of experience, depending on education level;
Scientific and/or engineering principles and practices applicable to sampling, media analysis by contract laboratories, waste management, construction/installation, and remediation/cleanup systems;
Techniques and solutions for remediation, corrective action, and managing environmental problems;
Engineering, geological, and/or scientific procedures and principles pertinent to environmental consulting;
Technical (engineering, geologic, and/or scientific) analysis of environmental contamination problems;
Principles and techniques of personnel management, training, and supervision;
Budget preparation;
Permitting functions (drilling, wells, abandonment, air/water discharge, etc.);
Laws and regulations pertaining to these programs;
General knowledge of environmental codes and regulations and the principles upon which the codes and regulations are based;
Report and plan writing; and
Report and plan requirements.
Understand the expectations of clients, regulators, and project stakeholders and manage those expectations appropriately;
Tactfully and diplomatically interact with clients and regulators in politically charged situations;
Negotiate compromises between opposing parties;
Plan, supervise and direct the work of professional and technical staff;
Analyze technical and managerial problems and work out effective solutions;
Make written and verbal presentations to professional and regulatory groups; and
Work effectively with subordinates, superiors, official bodies, and the general public.

MINIMUM QUALIFICATIONS

Bachelor’s degree or master’s degree in an engineering or science discipline related to environmental consulting (for example, civil engineering, chemical engineering, geology, or chemistry), except for technicians with appropriate experience.
A minimum of five years of related experience or three years related experience with Ph.D. in above discipline.

SENIOR ENGINEER/GEOLOGIST/SCIENTIST II

FUNCTIONAL RESPONSIBILITY

The Senior Engineer/Geologist/Scientist II is characterized by the assignment of responsibility for a specific project, either functioning as a project manager or acting in a technical capacity assisting a company Principal in determining and fulfilling program responsibilities. The position calls for the exercise of a high degree of initiative, technical proficiency, and judgment. Senior professionals often hold professional licenses in one or more technical disciplines, such as geology or engineering, but licensure is not a requirement.

Supervision over technical staff is normally required of this class, but assignments may be of a highly specialized and very responsible function that does not require supervision of others. The Senior professional is distinguished from the Project-level professional by the level of responsibility and difficulty and variety of technical work performed. A Senior professional can and frequently will assume responsibility for all phases of a major project, whereas a Project professional is responsible for one or more individual tasks within a project. A Senior professional is able to implement a project alone, assuming both the managerial technical roles without necessarily supervising others.

Performs and supervises the review and/or preparation of plans, specifications, drawings, documents, and reports for environmental projects, including assessments, investigations, pilot studies, feasibility studies, remedial/corrective action plans, and implementation thereof.
Consults with client and other involved parties project needs and prepares recommendations.
Retains and administers contracts with subconsultants for the development of project designs, recommendations, construction, installation, and/or services.
Oversees routine tests, studies, and field investigations to obtain and analyze data in determining sources and methods for controlling pollutants in water, soil, food or other environmental elements.
Oversees the collection and preparation of environmental samples for testing according to prescribed standards;
Oversees the organization and recording of data and preparation of summaries and charts for review and analysis.
Tracks budget and expenditures over the life of the project.
Assists Principal with development of the overall strategy, approach, philosophy, and vision for complex environmental investigation and/or remediation projects.
Interprets and explains project and regulatory requirements to clients.
Troubleshoots project difficulties.
Prepares correspondence and reports.
Develops budgetary requests and proposals.
Consults with other company professionals regarding technical problems.

MINIMUM/GENERAL EXPERIENCE

Five to eight years of experience, depending on education level;
Scientific and/or engineering principles and practices applicable to sampling, media analysis by contract laboratories, waste management, construction, installation, and remediation/cleanup systems;
Techniques and solutions for remediation, corrective action, and managing environmental problems;
Design of environmental remediation systems and/or programs;
Engineering, geological, and/or scientific procedures and principles pertinent to environmental consulting;
Technical (engineering, geologic, and/or scientific) analysis of environmental contamination problems;
Construction/installation practices and safety requirements;
Principles and techniques of personnel management, training, and supervision;
Budget preparation;
Permitting functions (drilling, wells, abandonment, air/water discharge, etc.);
Laws and regulations pertaining to these programs;
General knowledge of environmental codes and regulations and the principles upon which the codes and regulations are based;
Report and plan writing; and
Plan, supervise and direct the work of professional and technical staff;
Analyze technical and managerial problems and work out effective solutions;
Evaluate and perform difficult design work; perform feasibility and cost analysis studies;
Educate self of new and/or different technical methods, approaches, principles, practices, and technologies, as well as assess the strengths and weaknesses of new, technical ideas;
Write reports, specifications, and contract documents;
Make written and verbal presentations to professional and civic groups; and
Work effectively with subordinates, superiors, official bodies, and the general public.

MINIMUM QUALIFICATIONS

Bachelor’s degree or master’s degree in an engineering or science discipline related to environmental consulting (for example, civil engineering, chemical engineering, geology, or chemistry), except for technicians with appropriate experience.
Eight years of related experience or five years related experience with Ph.D. in above discipline.

SENIOR ENGINEER/GEOLGIST/SCIENTIST

FUNCTIONAL RESPONSIBILITY

The Senior Engineer/Geologist/Scientist is characterized by the assignment of responsibility for a specific project, either functioning as a project manager or acting in a technical capacity assisting a company Principal in determining and fulfilling program responsibilities. The position calls for the exercise of a high degree of initiative, technical proficiency, and judgment. Senior professionals often hold professional licenses in one or more technical disciplines, such as geology or engineering, but licensure is not a requirement.

Supervision over technical staff is normally required of this class, but assignments may be of a highly specialized and very responsible function that does not require supervision of others. The Senior professional is distinguished from the Project-level professional by the level of responsibility and difficulty and variety of technical work performed. A Senior professional can and frequently will assume responsibility for all phases of a major project,
whereas a Project professional is responsible for one or more individual tasks within a project. A Senior professional is able to implement a project alone, assuming both the managerial technical roles without necessarily supervising others.

Performs and supervises the review and/or preparation of plans, specifications, drawings, documents, and reports for environmental projects, including assessments, investigations, pilot studies, feasibility studies, remedial/corrective action plans, and implementation thereof.

Consults with client and other involved parties project needs and prepares recommendations. Retains and administers contracts with subconsultants for the development of project designs, recommendations, construction, installation, and/or services.

Oversees routine tests, studies, and field investigations to obtain and analyze data in determining sources and methods for controlling pollutants in water, soil, food or other environmental elements. Oversees the collection and preparation of environmental samples for testing according to prescribed standards; Oversees the organization and recording of data and preparation of summaries and charts for review and analysis. Tracks budget and expenditures over the life of the project. Assists Principal with development of the overall strategy, approach, philosophy, and vision for complex environmental investigation and/or remediation projects. Interprets and explains project and regulatory requirements to clients. Troubleshoots project difficulties. Prepares correspondence and reports. Develops budgetary requests and proposals. Consults with other company professionals regarding technical problems.

MINIMUM/GENERAL EXPERIENCE

Five to eight years of experience, depending on education level; Scientific and/or engineering principles and practices applicable to sampling, media analysis by contract laboratories, waste management, construction, installation, and remediation/cleanup systems; Techniques and solutions for remediation, corrective action, and managing environmental problems; Design of environmental remediation systems and/or programs; Engineering, geological, and/or scientific procedures and principles pertinent to environmental consulting; Technical (engineering, geologic, and/or scientific) analysis of environmental contamination problems; Construction/installation practices and safety requirements; Principles and techniques of personnel management, training, and supervision; Budget preparation; Permitting functions (drilling, wells, abandonment, air/water discharge, etc.); Laws and regulations pertaining to these programs; General knowledge of environmental codes and regulations and the principles upon which the codes and regulations are based; Report and plan writing; and Report and plan requirements. Plan, supervise and direct the work of professional and technical staff; Analyze technical and managerial problems and work out effective solutions; Evaluate and perform difficult design work; perform feasibility and cost analysis studies; Educate self of new and/or different technical methods, approaches, principles, practices, and technologies, as well as assess the strengths and weaknesses of new, technical ideas; Write reports, specifications, and contract documents; Make written and verbal presentations to professional and civic groups; and Work effectively with subordinates, superiors, official bodies, and the general public.

MINIMUM QUALIFICATIONS
Bachelor’s degree or master’s degree in an engineering or science discipline related to environmental consulting (for example, civil engineering, chemical engineering, geology, or chemistry), except for technicians with appropriate experience.
Eight years of related experience or five years related experience with Ph.D. in above discipline.

**PROJECT ENGINEER/GEOLOGIST/SCIENTIST II**

**FUNCTIONAL RESPONSIBILITY**

The Project professional may act informally as lead supervisor to a small group of technical staff on a case-by-case basis. Project professionals are responsible for routine office or field projects of difficulty ranging from simple to moderately complex and are expected to direct them to completion. A Project professional may provide on-site observation or supervision on projects of moderate complexity. Technical work of this type is generally supervised and reviewed by positions in the next higher class, Senior professional or Project Manager.

Plans and assigns work, reviews projects completed or in progress.
Prepares and/or directs the preparation of plans, estimates, maps, detailed drawings, and specifications.
Performs complex analyses and reports on technical and budgetary problems.
Reviews plans and inspects or initiates inspection of construction, installation, testing, investigation, and/or monitoring projects to determine conformance with standards and specifications.
Writes reports and estimates in connection with assigned technical projects.
Makes preliminary design and estimates for determining budgetary needs for construction and design projects.
Conducts routine tests, studies, and field investigations to obtain and analyze data in determining sources and methods for controlling pollutants in water, soil, food or other environmental elements.
Gathers, organizes, and prepares environmental samples for testing according to prescribed standards; organizes and records data and prepares summaries and charts for review and analysis.
Meets with other departments, companies, and agencies regarding plans, problems, and joint projects.

**MINIMUM/GENERAL EXPERIENCE**

Zero to two years of experience, depending on education level;
The principles and practices of engineering, geology, chemistry, biology, or other area of expertise;
Methods, equipment, and materials used in environmental assessments, investigations, monitoring, pilot studies, feasibility studies, remedial design, and construction of investigation, monitoring, and remediation facilities;
Budget preparation;
Principles and techniques of personnel management and supervision;
Permitting functions (drilling, wells, abandonment, air/water discharge, etc.);
Laws and regulations pertaining to environmental resources and the above tasks;
Preparation and drafting of maps and figures;
Report and plan writing;
Report and plan requirements;
Prepare detailed work plans, design plans, and specifications;
Perform technical research work and make detailed analysis;
Prepare complete and comprehensive reports;
Analyze technical problems and adopt effective courses of action;
Lay out work and guide subordinate personnel in performance of projects;
Learn new and different technical methods, approaches, principles, practices, and technologies;
Supervise and train personnel; and
Maintain effective working relationships with superiors, subordinates, and the general public.

**MINIMUM CREDENTIALS**
Bachelor’s degree or master’s degree in an engineering or science discipline related to environmental consulting (for example, civil engineering, chemical engineering, geology, or chemistry), except for technicians with appropriate experience.
Two years of related experience or Ph.D. in above discipline.

PROJECT ENGINEER/GEOLOGIST/SCIENTIST

FUNCTIONAL RESPONSIBILITY

The Project professional may act informally as lead supervisor to a small group of technical staff on a case-by-case basis. Project professionals are responsible for routine office or field projects of difficulty ranging from simple to moderately complex and are expected to direct them to completion. A Project professional may provide on-site observation or supervision on projects of moderate complexity. Technical work of this type is generally supervised and reviewed by positions in the next higher class, Senior professional or Project Manager.

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Reviews plans and inspects or initiates inspection of construction, installation, testing, investigation, and/or monitoring projects to determine conformance with standards and specifications.
Writes reports and estimates in connection with assigned technical projects.
Makes preliminary design and estimates for determining budgetary needs for construction and design projects.
Conducts routine tests, studies, and field investigations to obtain and analyze data in determining sources and methods for controlling pollutants in water, soil, food or other environmental elements.
Gathers, organizes, and prepares environmental samples for testing according to prescribed standards; organizes and records data and prepares summaries and charts for review and analysis.
Meets with other departments, companies, and agencies regarding plans, problems, and joint projects.

MINIMUM/GENERAL EXPERIENCE

Zero to two years of experience, depending on education level;
The principles and practices of engineering, geology, chemistry, biology, or other area of expertise;
Methods, equipment, and materials used in environmental assessments, investigations, monitoring, pilot studies, feasibility studies, remedial design, and construction of investigation, monitoring, and remediation facilities;
Budget preparation;
Principles and techniques of personnel management and supervision;
Permitting functions (drilling, wells, abandonment, air/water discharge, etc.);
Laws and regulations pertaining to environmental resources and the above tasks;
Preparation and drafting of maps and figures;
Report and plan writing;
Report and plan requirements;
Prepare detailed work plans, design plans, and specifications;
Perform technical research work and make detailed analysis;
Prepare complete and comprehensive reports;
Analyze technical problems and adopt effective courses of action;
Lay out work and guide subordinate personnel in performance of projects;
Learn new and different technical methods, approaches, principles, practices, and technologies;
Supervise and train personnel; and
Maintain effective working relationships with superiors, subordinates, and the general public.

MINIMUM CREDENTIALS
Bachelor’s degree or master’s degree in an engineering or science discipline related to environmental consulting (for example, civil engineering, chemical engineering, geology, or chemistry), except for technicians with appropriate experience.
Two years of related experience or Ph.D. in above discipline.

**STAFF ENGINEER/GEOLOGIST/SCIENTIST II**

**FUNCTIONAL RESPONSIBILITY**

Staff professionals have no supervisory responsibility, but may provide technical direction to subordinate technical personnel engaged in design, implementation, and/or construction of such work. Incumbents are responsible for routine office or field projects of average difficulty and are expected to direct them to completion. A Staff Professional may provide on-site observation or supervision on smaller, less complex projects.

Staff professionals may comprise the entry level. Incumbents perform field and office assignments of a less complex nature in connection with the planning, design, construction, installation, monitoring, and/or maintenance of a wide variety of technical projects. Incumbents are expected to demonstrate increased proficiency, leading to more difficult and responsible assignments and may assist experienced staff in charge of more difficult projects.

Plans and assigns work, reviews projects completed or in progress.
Prepares and/or directs the preparation of plans, estimates, maps, property descriptions, detailed drawings and specifications.

Analyzes and reports on technical and budgetary problems.
Reviews plans and inspects or initiates inspection of construction, installation, maintenance, testing, investigation, and/or monitoring projects to determine conformance with standards and specifications.
Writes reports and estimates in connection with assigned projects.
Makes preliminary design and estimates for determining budgetary needs for construction, installation, testing, investigation, monitoring, and/or design projects.

Meets with other departments, companies, and agencies regarding plans, problems, and joint projects.
Conducts routine tests, studies, and field investigations to obtain and analyze data in determining sources and methods for controlling pollutants in water, soil, food or other environmental elements.
Gathers, organizes, and prepares environmental samples for testing according to prescribed standards; organizes and records data and prepares summaries and charts for review and analysis.

**MINIMUM/GENERAL EXPERIENCE**

The fundamentals of his/her field of service (i.e., engineering, geology, chemistry, biology, etc.);
Scientific principles governing environmental assessments, investigations, monitoring, pilot studies, feasibility studies, remedial design, and construction of investigation, monitoring, and remediation facilities;
Permitting functions (drilling, wells, abandonment, air/water discharge, etc.);
Budget preparation;
Preparation and drafting of maps and figures;
Report and plan writing;
Report and plan requirements;
Work independently and without constant, direct supervision;
Learn the technical methods, approaches, principles, practices, and technologies applicable to environmental assessments, investigations, and corrective action;
Prepare detailed plans and specifications;
Perform technical research work and make detailed analyses;
Prepare well written, complete, and comprehensive reports;
Analyze technical problems and adopt effective courses of action; and
Maintain effective working relationships with superiors, subordinates, and the general public.
MINIMUM CREDENTIALS

Bachelor’s degree or master’s degree in an engineering or science discipline related to environmental consulting (for example, civil engineering, chemical engineering, geology, or chemistry), except for technicians with appropriate experience.

STAFF ENGINEER/GEOLOGIST/SCIENTIST

FUNCTIONAL RESPONSIBILITY

Staff professionals have no supervisory responsibility, but may provide technical direction to subordinate technical personnel engaged in design, implementation, and/or construction of such work. Incumbents are responsible for routine office or field projects of average difficulty and are expected to direct them to completion. A Staff Professional may provide on-site observation or supervision on smaller, less complex projects.

Staff professionals may comprise the entry level. Incumbents perform field and office assignments of a less complex nature in connection with the planning, design, construction, installation, monitoring, and/or maintenance of a wide variety of technical projects. Incumbents are expected to demonstrate increased proficiency, leading to more difficult and responsible assignments and may assist experienced staff in charge of more difficult projects.

Plans and assigns work, reviews projects completed or in progress.
Prepares and/or directs the preparation of plans, estimates, maps, property descriptions, detailed drawings and specifications.

Analyzes and reports on technical and budgetary problems.
Reviews plans and inspects or initiates inspection of construction, installation, maintenance, testing, investigation, and/or monitoring projects to determine conformance with standards and specifications.
Writes reports and estimates in connection with assigned projects.
Makes preliminary design and estimates for determining budgetary needs for construction, installation, testing, investigation, monitoring, and/or design projects.
Meets with other departments, companies, and agencies regarding plans, problems, and joint projects.
Conducts routine tests, studies, and field investigations to obtain and analyze data in determining sources and methods for controlling pollutants in water, soil, food or other environmental elements.
Gathers, organizes, and prepares environmental samples for testing according to prescribed standards; organizes and records data and prepares summaries and charts for review and analysis.

MINIMUM/GENERAL EXPERIENCE

The fundamentals of his/her field of service (i.e., engineering, geology, chemistry, biology, etc.);
Scientific principles governing environmental assessments, investigations, pilot studies, feasibility studies, remedial design, and construction of investigation, monitoring, and remediation facilities;
Permitting functions (drilling, wells, abandonment, air/water discharge, etc.);
Budget preparation;
Preparation and drafting of maps and figures;
Report and plan writing;
Report and plan requirements;
Work independently and without constant, direct supervision;
Learn the technical methods, approaches, principles, practices, and technologies applicable to environmental assessments, investigations, and corrective action;
Prepare detailed plans and specifications;
Perform technical research work and make detailed analyses;
Prepare well written, complete, and comprehensive reports;
Analyze technical problems and adopt effective courses of action; and
Maintain effective working relationships with superiors, subordinates, and the general public.

MINIMUM CREDENTIALS

Bachelor’s degree or master’s degree in an engineering or science discipline related to environmental consulting (for example, civil engineering, chemical engineering, geology, or chemistry), except for technicians with appropriate experience.

DRAFTING & GRAPHICS

FUNCTIONAL RESPONSIBILITY

Under direction, performs skilled work in creating illustrative materials for use in a variety of displays, projects, and websites. The Graphic Designer requires refined technical and creative artistic skills, as well as the use of technology, initiative, judgment and discretion in preparing documents and illustrations for dissemination.

Prepares sketches, graphs, charts, posters, diagrams, final drawings, exhibits, and photographic illustrations. Estimates the costs of planned production and recommends design, color, and graphics in accordance with expense limitations. Takes notes, measurements, and detailed free-hand sketches of structures, rooms and fixtures, topographical maps, and property layouts.

Plans, designs, and creates layouts and artwork for company requests for publications, web sites, newsletters, poster boards, nameplates, and other visual aids. Plans, organizes, prioritizes, and schedules job requests. Confers with supervisors, staff, and other personnel to clarify and discuss requests, requirements and timeframes. Catalogs, files, and preserves all reference files, negatives, prints, drawings and other material. Uses computer to design and produce lettering, graphics, display maps, charts, and diagrams, and websites. Performs related duties as assigned.

MINIMUM/GENERAL EXPERIENCE

Two years of related experience; Nomenclature, symbols, methods, and instruments used in engineering drafting and mapping; logarithmic and trigonometric tables and their application to mapping work; Methods, techniques, materials and equipment used in freehand, mechanical and computerized drawing and lettering to scale; Computer graphic and internet and intranet web design techniques and methods; Common computer desktop illustration and web site development software packages; Procedures, equipment, and supplies necessary for the preparation of illustrative materials for graphs, reports, and other publications; Plan, organize and prioritize work; Create drawings, tracings, charts, maps, and other illustrative materials; Proficiently use a variety of art and drafting instruments, including personal computers; Work cooperatively and effectively with staff members; Develop and organize ideas of design and presentation; Communicate effectively orally and in writing; Use drafting instruments, planimeters, and calculators efficiently; Mechanical and freehand lettering; Follow oral and written directions; Write clear and concise correspondence and reports; Read and interpret reports; Independently assemble and develop an artistic project from inception to completion; Perform freehand work proficiently and use creative skills in drawings, charts and diagrams;
Use a variety of art and drafting instruments, media, and computers, proficiently; and Handle confidential information appropriately.

MINIMUM CREDENTIALS

Associate degree in related field or bachelor’s degree.

SENIOR FIELD TECHNICIAN II

FUNCTIONAL RESPONSIBILITY

Plans and/or conducts routine tests, studies, and field investigations to obtain and analyze data in determining sources and methods for controlling pollutants in water, soil, food or other environmental elements. Plans, gathers, organizes, and prepares environmental samples for testing according to prescribed standards; organizes and records data and prepares summaries and charts for review and analysis. Provides lead direction and oversees the work of construction, installation, testing, maintenance, and/or monitoring crews.

Oversees or performs scheduled maintenance and operation checks of treatment systems and performs scheduled lubrication, cleaning, repacking of pumps, adjustment of packing glands, and installation of mechanical seals and bearings.

Directs and assists in the inspection, repair, removal, installation, operation and construction of complex pumps, motors, multi-reduction gearboxes, hydraulic drives, chain and socket assemblies, gas compressors, chemical handling and oxygen injection systems, incineration plants and related components. Plans, directs, and/or performs removal, replacement, and/or repairs of hydraulic, pneumatic, and mechanically operated valves, electronic and mechanical flow measuring devices, and electric or combustion motors.

Aligns pump couplings and turbine pump shafts. Documents daily time and equipment reports. Instructs crew in safe use of materials and equipment. Adheres to and enforces safety rules and procedures on the jobsite. Responds to trouble calls and is accountable for repairs and/or dispatching of necessary personnel. Operates heavy equipment such as portable generators and forklifts. Cuts, threads, and fits piping systems. Performs related duties as assigned.

MINIMUM/GENERAL EXPERIENCE

Basic theories of mathematics, biology, chemistry, and physics associated with environmental regulation and research; Basic scientific research and statistical methods; Environmental laws, regulations, and ordinances protecting public health and safety; Basic principles of permit compliance assurance; Principles and procedures used in collecting and identifying samples for laboratory analysis; Principles of supervision, training, and employer-employee relations; Company functions, policies, and operating procedures; Installation of environmental treatment systems and ancillary facilities and utilities; The methods, tool, materials and equipment used in the maintenance, construction, repair, and operation of complex mechanical equipment, such as pumps, motors, multi-reduction gearboxes, and hydraulic drives; Chain and socket assemblies, gas compressors, electronic, pneumatically and hydraulically controlled valves, chemical handling and oxygen injection systems, oxygen generation plants and incineration plants, and associated equipment;
Lubrication requirements of pumps and motors principals of operation of pumps, motors, valves, and associated equipment; Plumbing and pipefitting; Electrical circuitry and troubleshooting; Working knowledge of precision tools; Work independently, prioritize work, coordinate activities, and meet critical deadlines; identify and effectively handle multiple activities and resources necessary to perform job assignments; Organize, process, and evaluate data and ideas to make effective decisions and develop appropriate solutions; Use sound judgment and personal initiative to accomplish assignments; Work cooperatively with others and build and maintain constructive relationships with those encountered during the course of work, including responding effectively and tactfully to hostility, confusion, or concern expressed by others; Contribute to group efforts with ideas and suggestions; Troubleshoot and repair complex mechanical equipment; Possess a working knowledge of precision tools; Read and interpret maps, plans, and blueprints; Keep records; Understand and follow oral and written instructions; Maintain courteous and effective relationships with fellow employees and the public; Perform skilled, hard physical labor (occasionally); Work standby and respond to emergency calls; and Use computer equipment and related peripheral equipment to enter and extract information.

MINIMUM CREDENTIALS

High school diploma or Associate degree in related field. Ten years of related experience.

SENIOR FIELD TECHNICIAN

FUNCTIONAL RESPONSIBILITY

Conducts routine tests, studies, and field investigations to obtain and analyze data in determining sources and methods for controlling pollutants in water, soil, food or other environmental elements. Gathers, organizes, and prepares environmental samples for testing according to prescribed standards; organizes and records data and prepares summaries and charts for review and analysis. Provides lead direction and coordinates the work of construction, installation, testing, maintenance, and/or monitoring crews.

Performs scheduled maintenance and operation checks of treatment systems and performs scheduled lubrication, cleaning, repacking of pumps, adjustment of packing glands, and installation of mechanical seals and bearings. Directs and assists in the inspection, repair, removal, installation, operation and construction of complex pumps, motors, multi-reduction gearboxes, hydraulic drives, chain and socket assemblies, gas compressors, chemical handling and oxygen injection systems, incineration plants and related components.

Removes, replaces, and repairs hydraulic, pneumatic, and mechanically operated valves. Removes and installs electronic and mechanical flow measuring devices. Removes and installs electric motors, aligns pump couplings, and turbine pump shafts. Documents daily time and equipment reports. Instructs crew in safe use of materials and equipment. Adheres to and enforces safety rules and procedures on the jobsite. Responds to trouble calls and is accountable for repairs and/or dispatching of necessary personnel. Operates heavy equipment such as portable generators and forklifts. Cuts, threads, and fits piping systems.
Performs related duties as assigned.

MINIMUM/GENERAL EXPERIENCE

Basic theories of mathematics, biology, chemistry, and physics associated with environmental regulation and research;
Basic scientific research and statistical methods;
Environmental laws, regulations, and ordinances protecting public health and safety;
Basic principles of permit compliance assurance;
Principles and procedures used in collecting and identifying samples for laboratory analysis;
Principles of supervision, training, and employer-employee relations;
Company functions, policies, and operating procedures;
Installation of environmental treatment systems and ancillary facilities and utilities;
The methods, tool, materials and equipment used in the maintenance, construction, repair, and operation of complex mechanical equipment, such as pumps, motors, multi-reduction gearboxes, and hydraulic drives;
Chain and socket assemblies, gas compressors, electronic, pneumatically and hydraulically controlled valves, chemical handling and oxygen injection systems, oxygen generation plants and incineration plants, and associated equipment;
Lubrication requirements of pumps and motors principals of operation of pumps, motors, valves, and associated equipment;
Plumbing and pipefitting;
Electrical circuitry and troubleshooting;
Working knowledge of precision tools;
Work independently, prioritize work, coordinate activities, and meet critical deadlines; identify and effectively handle multiple activities and resources necessary to perform job assignments;
Organize, process, and evaluate data and ideas to make effective decisions and develop appropriate solutions;
Use sound judgment and personal initiative to accomplish assignments;
Work cooperatively with others and build and maintain constructive relationships with those encountered during the course of work, including responding effectively and tactfully to hostility, confusion, or concern expressed by others;
Contribute to group efforts with ideas and suggestions;
Troubleshoot and repair complex mechanical equipment;
Read and interpret maps, plans, and blueprints;
Keep records;
Understand and follow oral and written instructions;
Maintain courteous and effective relationships with fellow employees and the public;
Perform skilled, hard physical labor (occasionally);
Work standby and respond to emergency calls; and
Use computer equipment and related peripheral equipment to enter and extract information.

MINIMUM CREDENTIALS

High school diploma or Associate degree in related field.
Five years of related experience.

PROJECT TECHNICIAN II

FUNCTIONAL RESPONSIBILITY

Performs routine tests, studies, and field investigations to obtain and analyze data in determining sources and methods for controlling pollutants in water, soil, food or other environmental elements.
Gathers, organizes, and prepares environmental samples for testing according to prescribed standards; organizes and records data and prepares summaries and charts for review and analysis.
Provides task-level leadership of construction, installation, testing, maintenance, and/or monitoring crews.
Performs routine, scheduled maintenance and operation checks of treatment systems and performs scheduled lubrication, cleaning, repacking of pumps, adjustment of packing glands, and installation of mechanical seals and bearings.

Inspects, repairs, removes, installs, operates and constructs pumps, motors, multi-reduction gearboxes, hydraulic drives, chain and socket assemblies, gas compressors, chemical handling and oxygen injection systems, incineration plants and related components.

Removes, replaces, and repairs hydraulic, pneumatic, and mechanically operated valves, electronic and mechanical flow measuring devices, electric and gasoline motors
Aligns pump couplings, and turbine pump shafts.
Documents daily time and equipment reports.
Ensures safe use of materials and equipment.
Adheres to safety rules and procedures on the job site.
Responds to trouble calls and is accountable for repairs.
May operate heavy equipment such as portable generators and forklifts, as able.
Cuts, threads, and fits piping systems.
Performs related duties as assigned.

MINIMUM/GENERAL EXPERIENCE

Principles and procedures used in collecting and identifying samples for laboratory analysis;
Company functions, policies, and operating procedures;
The methods, tools, materials and equipment used in the maintenance, construction, repair, and operation of common mechanical equipment such as pumps, and motors;
Lubrication requirements of pumps and motors principals of operation of pumps, motors, valves, and associated equipment;
Plumbing and pipefitting;
Rudimentary electrical circuitry and troubleshooting;
Working knowledge of precision tools;
Work independently, prioritize work, coordinate activities, and meet critical deadlines;
Use sound judgment and personal initiative to accomplish assignments;
Work cooperatively with others and build and maintain constructive relationships with those encountered during the course of work, including responding effectively and tactfully to hostility, confusion, or concern expressed by others;
Contribute to group efforts with ideas and suggestions;
Troubleshoot and repair common mechanical equipment;
Read and interpret maps, plans, and blueprints;
Keep records;
Understand and follow oral and written instructions;
Maintain courteous and effective relationships with fellow employees and the public;
Perform skilled, hard physical labor (occasionally);
Work standby and respond to emergency calls; and
Use computer equipment and related peripheral equipment to enter and extract information.

MINIMUM CREDENTIALS

High school diploma in related field.
Five years of related experience.
PROJECT TECHNICIAN

FUNCTIONAL RESPONSIBILITY

Performs routine tests, studies, and field investigations to obtain and analyze data in determining sources and methods for controlling pollutants in water, soil, food or other environmental elements. Gathers, organizes, and prepares environmental samples for testing according to prescribed standards; organizes and records data.

Supports or augments testing, maintenance, and/or monitoring crews. Performs routine, scheduled maintenance and operation checks of treatment systems and performs scheduled lubrication, and cleaning.

Inspects and repairs pumps, motors, compressors, and related components. Removes and replaces hydraulic, pneumatic, and mechanically operated valves, electronic and mechanical flow measuring devices, electric and gasoline motors. Documents daily time and equipment reports. Ensures safe use of materials and equipment. Adheres to safety rules and procedures on the job site. Responds to trouble calls and is accountable for repairs. Cuts, threads, and fits piping systems. Performs related duties as assigned.

MINIMUM/GENERAL EXPERIENCE

Principles and procedures used in collecting and identifying samples for laboratory analysis; Company functions, policies, and operating procedures; The methods, tools, materials and equipment used in the maintenance, construction, repair, and operation of common mechanical equipment such as pumps, and motors; Lubrication requirements of pumps and motors principals of operation of pumps, motors, valves, and associated equipment; Working knowledge of precision tools; Work independently, prioritize work, coordinate activities, and meet critical deadlines; Seeks direction to accomplish non-routine assignments; Work cooperatively with others and build and maintain constructive relationships with those encountered during the course of work, including responding effectively and tactfully to hostility, confusion, or concern expressed by others; Contribute to group efforts with ideas and suggestions; Keep records; Understand and follow oral and written instructions; Maintain courteous and effective relationships with fellow employees and the public; Perform skilled, hard physical labor (occasionally); Work standby and respond to emergency calls; and Use computer equipment and related peripheral equipment to enter and extract information.

MINIMUM CREDENTIALS

High school diploma in related field. Three years of related experience.

STAFF TECHNICIAN II

FUNCTIONAL RESPONSIBILITY
Supports routine tests, studies, and field investigations to obtain and analyze data in determining sources and methods for controlling pollutants in water, soil, food or other environmental elements.

Gathers, organizes, and prepares environmental samples for testing according to prescribed standards; organizes and records data.

Supports testing, maintenance, and/or monitoring crews.

Supports routine, scheduled maintenance and operation checks of treatment systems and performs scheduled lubrication, and cleaning.

Inspects pumps, motors, compressors, and related components.
Documents daily time and equipment reports.
Ensures safe use of materials and equipment.
Adheres to safety rules and procedures on the job site.
Fits piping systems.
Performs related duties as assigned.

MINIMUM/GENERAL EXPERIENCE

Principles and procedures used in collecting and identifying samples for laboratory analysis;
Company functions, policies, and operating procedures;
Lubrication requirements of pumps and motors principals of operation of pumps, motors, valves, and associated equipment;
Working knowledge of tools;
Work under supervision to prioritize work, coordinate activities, and meet critical deadlines;
Work cooperatively with others and build and maintain constructive relationships with those encountered during the course of work, including responding effectively and tactfully to hostility, confusion, or concern expressed by others;
Contribute to group efforts with ideas and suggestions;
Keep records;
Understand and follow oral and written instructions;
Maintain courteous and effective relationships with fellow employees and the public;
Perform hard physical labor (occasionally);
Work standby and respond to emergency calls.

MINIMUM CREDENTIALS

High school diploma in related field.
One year of related experience.

FIELD TECHNICIAN

FUNCTIONAL RESPONSIBILITY

Supports routine tests, studies, and field investigations to obtain and analyze data in determining sources and methods for controlling pollutants in water, soil, food or other environmental elements.

Gathers, organizes, and prepares environmental samples for testing according to prescribed standards;

Supports scheduled maintenance and operation checks of treatment systems and performs scheduled lubrication, and cleaning.

Assists in the inspection, repair, removal, installation, operation and construction of pumps, motors, gas compressors, chemical handling and oxygen injection systems, incineration plants and related components.
Documents daily time and equipment reports.
Adheres to and enforces safety rules and procedures on the job site.
Performs related duties as assigned.
MINIMUM/GENERAL EXPERIENCE

Basic theories of mathematics, biology, chemistry, and physics associated with environmental regulation and research;
Company functions, policies, and operating procedures;
Installation of environmental treatment systems and ancillary facilities and utilities;
Working knowledge of tools;
Work cooperatively with others and build and maintain constructive relationships with those encountered during the course of work, including responding effectively and tactfully to hostility, confusion, or concern expressed by others;
Contribute to group efforts with ideas and suggestions;
Keep records;
Understand and follow oral and written instructions;
Maintain courteous and effective relationships with fellow employees and the public; and
Perform hard physical labor (occasionally).

MINIMUM CREDENTIALS
High school diploma or associate degree in related field.

ADMINISTRATIVE ASSISTANT

FUNCTIONAL RESPONSIBILITY

The Administrative Assistant provides a wide range of general office support tasks, including invoice preparation, processing vendor invoices and purchase orders, file maintenance, document production, mail processing and routing, and miscellaneous secretarial services as needed.

Proofreads/spellchecks various documents from typed copy or video screen, using reference books, spellcheck, and knowledge of grammar (punctuation, sentence structure) to produce an error free document.
Composes documents from handwritten or verbal instructions or according to need, using personal computer ensuring correct grammar, punctuation, and spelling to produce legible and accurate documents.
Creates documents arranging information in readable format or according to specification using computer software to prepare forms, documents, charts, and proposals.
Reviews documents for completeness and accuracy; distribute according to departmental procedures to ensure accurate and complete documents.

Screens and prioritizes mail by highlighting pertinent information and organizing into priority order to organize incoming mail for faster processing and management review.
Sorts/distributes mail to various employee locations using knowledge of employees/staff organizational locations/County directory, IOT accurately deliver mail.

Routes (correspondence) mail via inter-office or U.S. mail systems or FAX per required mailing formats to correct locations.
Files documents and information chronologically, numerically, or alphabetically to maintain accurate/organized filing system.

Searches/locates/retrieves/tracks files from manual or computerized system to provide requested information or locate missing file.
Enters data into cost tracking systems.
Prepares invoices to clients and processes payments.
Processes vendor invoices and prepares payments.
Reviews and processes employee expense reports and payroll.
MINIMUM/GENERAL EXPERIENCE

Clear writing: grammar, punctuation, spelling, vocabulary;
Standard methods of filing (alphabetic, numeric, chronological, tickler system);
Telephone procedures;
Arithmetic to make calculations (addition, subtraction, multiplication, division, percentages, and make correct change;
Keyboard (computer and typewriter);
Functions and basic operations of an administrative office (knowing how to prioritize for a management office);
General principles, procedures and practices of record-keeping;
Word processing and applicable terminology;
Company policies, procedures, and functions;
Calculate solutions to math problems involving additions, subtraction, division, multiplication, and percentages;
Understand and follow complex oral and written instructions;
Operate computer terminals, typewriter, printer, copies, and FAX;
Prioritize work and meet deadlines;
Speak English at a level necessary to communicate information clearly;
Read English at a level necessary to understand procedure manuals, policy guidelines, software manuals, technical documents, and reports;
Write English at a level necessary to compose correspondence independently from notes or verbal instruction and record incoming information;
Assists supervisor in writing policies, procedures, and desk manuals;
Communicate effectively with the public;
Operate communication devices: telephone (multi-line system), may include radios;
Deal tactfully with people and resolve difficult complaints;
Establish and maintain effective working relationships with others;
Maintain confidentiality of work;
Accurately proofread details, noting and detecting errors;
Maintain/troubleshoot basic office equipment;
Exercise independent judgment in determining proper work methods and procedures, assembling and evaluating information;
Work independently and carry out assignments with minimal supervision;
Compile, arrange, and present information in a clear and concise manner; and
Elicit information from inside and outside sources.

MINIMUM QUALIFICATIONS

High school diploma or associate degree.
Five years of related experience or one year with Bachelor’s degree.

SERVICE TRUCK

The Service Truck is a modified pickup truck equipped with a variety of small equipment and materials commonly used on environmental sampling and operations and maintenance projects. Equipment may include small, light-duty power tools such as drills and reciprocating saws, hand tools (e.g. wrenches and screwdrivers), small sampling tools, and electrical multi-meters. On-board materials may include sample containers, miscellaneous pipe fittings, electrical supplies, and mechanical fasteners. On-board health and safety equipment and materials may include level D protection gear, caution tape, a fire extinguisher, and a four-gas meter for hazardous atmospheres. The daily rate for the service truck includes ECM’s incidental use of these on-board items on our clients’ projects without additional charges. Daily rates do not include specialized environmental sampling and testing equipment such as sampling pumps, flow-through cells, or photoionization detectors, which are normally leased from environmental equipment and instrument vendors. Mileage for the service truck is charged at the IRS standard deduction rate.