

General Services Administration



FEDERAL SUPPLY SERVICE AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

Environmental Services

FSC/PSC Code F999

Williamsburg Environmental Group, Inc.

5209 Center Street
Williamsburg, VA 23188
Phone: (757) 220-6869
Fax: 757 229-4507

<http://www.wegnet.com/>

Business Size: Small Business

Contract Number: GS-10F-078AA

Contract Period: January 18, 2013 through January 18, 2018



On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.

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Customer Information:

- 1a. Table of awarded special item numbers:

SIN	Description
899 1	Environmental Consulting Services
899 7	Geographic Information Systems (GIS) Services
899 8	Remediation and Reclamation Services

See awarded price on Page 5

- 1b. Lowest Price: **Administrative Assistant L1 at \$36.27 per hour**
- 1c. Labor Category Descriptions: **See Page 7**
2. Maximum order: **\$1,000,000.00**
3. Minimum order: **\$100.00**
4. Geographic coverage: **Domestic**
5. Point(s) of production: **Same as contractor's address**
6. Discount from list prices or statement of net price: **Prices shown are net**
7. Quantity discounts: **Not Applicable**
8. Prompt payment terms: **Net 30 Days**
- 9a. Government purchase cards **are** accepted for all purchases up to the micro-purchase threshold
- 9b. Government purchase cards **are not** accepted above the micro-purchase threshold.
10. Foreign items: **Not Applicable**
- 11a. Time of delivery: **To be negotiated with the ordering agency on each task order**
- 11b. Expedited Delivery: **To be negotiated with the ordering agency on each task order**
- 11c. Overnight and 2-day Delivery: **To be negotiated with the ordering agency on each task order**
- 11d. Urgent Requirement: **To be negotiated with the ordering agency on each task order**
12. F.O.B. point: **Not Applicable**
13. Ordering address:
- Williamsburg Environmental Group, Inc.**
Attention: Chuck Roadley
5209 Center Street
Williamsburg, VA 23188
Phone Number: (757) 220-6869
14. Payment address:
- Williamsburg Environmental Group, Inc.**
5209 Center Street
Williamsburg, VA 23188
15. Warranty provision: **Not Applicable**
16. Export packing charges: **Not Applicable**
17. Terms and conditions of Government purchase card acceptance: **Accepted for orders up to the micro-purchase threshold.**
18. Terms and conditions of rental, maintenance, and repair: **Not Applicable**
19. Terms and conditions of installation: **Not Applicable**

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: **Not Applicable**
- 20a. Terms and conditions for any other services: **Not Applicable**
21. List of service and distribution points: **Not Applicable**
22. List of participating dealers: **Not Applicable**
23. Preventive maintenance: **Not Applicable**
- 24a. Special attributes: **Not Applicable**
- 24b. Section 508 Compliance Information: **Not Applicable**
25. Data Universal Number System (DUNS) number: **625206222**
26. Williamsburg Environmental Group, Inc. **is registered** in Central Contractor Register (CCR) database.



Rate are Per Hour
(0.75% IFF is included)

Labor Category	Contract Year 1 (1/5/12 - 1/4/13)	Contract Year 2 (1/5/13 - 1/4/14)	Contract Year 3 (1/5/14 - 1/4/15)	Contract Year 4 (1/5/15 - 1/4/16)	Contract Year 5 (1/5/16 - 1/4/17)
Administrative Assistant L1	\$36.27	\$37.36	\$38.48	\$39.64	\$40.82
Administrative Assistant L2	\$45.34	\$46.70	\$48.10	\$49.54	\$51.03
Administrative Assistant L3	\$55.42	\$57.08	\$58.79	\$60.55	\$62.37
Regulatory Assistant L2	\$42.32	\$43.59	\$44.89	\$46.24	\$47.63
Regulatory Specialist I L1	\$44.33	\$45.66	\$47.03	\$48.44	\$49.90
Regulatory Specialist I L2	\$50.38	\$51.89	\$53.45	\$55.05	\$56.70
Regulatory Specialist II L1	\$72.54	\$74.72	\$76.96	\$79.27	\$81.65
Regulatory Specialist II L2	\$86.65	\$89.25	\$91.93	\$94.68	\$97.53
Senior Regulatory Specialist L1	\$105.79	\$108.97	\$112.24	\$115.60	\$119.07
Senior Regulatory Specialist L2	\$120.91	\$124.53	\$128.27	\$132.12	\$136.08
Senior Regulatory Specialist L3	\$130.98	\$134.91	\$138.96	\$143.13	\$147.42
Ecologist I L3	\$47.36	\$48.78	\$50.24	\$51.75	\$53.30
Ecologist II L1	\$50.38	\$51.89	\$53.45	\$55.05	\$56.70
Ecologist II L2	\$59.45	\$61.23	\$63.07	\$64.96	\$66.91
Ecologist II L3	\$66.50	\$68.49	\$70.55	\$72.66	\$74.84
Senior Ecologist L1	\$70.53	\$72.64	\$74.82	\$77.07	\$79.38
Senior Ecologist L2	\$84.63	\$87.17	\$89.79	\$92.48	\$95.26
Senior Ecologist L3	\$88.66	\$91.32	\$94.06	\$96.89	\$99.79
Environmental Planner I L1	\$48.36	\$49.81	\$51.31	\$52.85	\$54.43
Environmental Planner I L2	\$52.39	\$53.96	\$55.58	\$57.25	\$58.97
Environmental Planner II L1	\$68.51	\$70.57	\$72.69	\$74.87	\$77.11
Environmental Planner II L3	\$87.66	\$90.29	\$93.00	\$95.79	\$98.66

Senior Environmental Planner L1	\$89.67	\$92.36	\$95.13	\$97.99	\$100.93
Senior Environmental Planner L2	\$107.81	\$111.04	\$114.37	\$117.81	\$121.34
Senior Environmental Planner L3	\$130.98	\$134.91	\$138.96	\$143.13	\$147.42
Environmental Specialist I L2	\$44.33	\$45.66	\$47.03	\$48.44	\$49.90
Environmental Specialist II L3	\$56.42	\$58.12	\$59.86	\$61.66	\$63.50
Senior Environmental Specialist L2	\$92.70	\$95.48	\$98.34	\$101.29	\$104.33
CAD Technician L1	\$42.32	\$43.59	\$44.89	\$46.24	\$47.63
CAD Technician L2	\$46.35	\$47.74	\$49.17	\$50.65	\$52.16
CAD Technician L3	\$52.39	\$53.96	\$55.58	\$57.25	\$58.97
CAD Designer L2	\$52.39	\$53.96	\$55.58	\$57.25	\$58.97
CAD Designer L3	\$62.47	\$64.34	\$66.27	\$68.26	\$70.31
Accountant L2	\$45.34	\$46.70	\$48.10	\$49.54	\$51.03
Accountant L3	\$55.42	\$57.08	\$58.79	\$60.55	\$62.37
GIS Planner II L2	\$56.42	\$58.12	\$59.86	\$61.66	\$63.50
Landscape Architect I L3	\$55.42	\$57.08	\$58.79	\$60.55	\$62.37
Landscape Architect II L3	\$78.59	\$80.95	\$83.38	\$85.88	\$88.45
Senior Landscape Architect L3	\$120.91	\$124.53	\$128.27	\$132.12	\$136.08
Principal	\$161.21	\$166.05	\$171.03	\$176.16	\$181.44

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Administrative Assistant L1	01020 - Administrative Assistant	2005-2543
Administrative Assistant L2	01020 - Administrative Assistant	2005-2543
Administrative Assistant L3	01020 - Administrative Assistant	2005-2543

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly."



Labor Category	Year of Experience	Education	Description
Principal	Min of 20+ years of experience in Environmental Services	Advanced Degree in area of expertise (Master of Arts or Doctorate)	Senior Management responsible for the strategic direction of the firm and supervision of operations at the corporate level. Duties include oversight of deliverables and client relations. Directs, plans, organizes, controls project efforts to ensure that all contractual and technical obligations are fulfilled in an effective and timely manner. Education: Advanced Degree in area of expertise (Master of Arts or Doctorate)
Senior Regulatory Specialist L1	6 years of 414/401 permitting and other permitting and environmental assessments	Bachelor of Science in environmental science, ecology or environmental studies required	Responsibilities for this position include supervision of junior regulatory staff, including monitoring and construction compliance teams. This includes administrative tasks of hiring, training and developing performance standards for the teams. Develops and maintains positive client relationships by advising clients which can include interpretation of complex regulations while giving solutions and ramifications of those solutions. An advanced knowledge of ecological regulations and updates is required to be able to best advise the client. Permit preparation, especially IP preparations, and other research and fieldwork oversight is required. Performing business development through marketing and project management. Responsible for ensuring quality of work performed by junior staff through the QA/QC process.

Senior Regulatory Specialist L2	10 years of 414/401 permitting and other permitting and environmental assessments	Bachelor of Science in environmental science, ecology or environmental studies required	Responsibilities for this position include supervision of junior regulatory staff, including monitoring and construction compliance teams. This includes administrative tasks of hiring, training and developing performance standards for the teams. Develops and maintains positive client relationships by advising clients which can include interpretation of complex regulations while giving solutions and ramifications of those solutions. An advanced knowledge of ecological regulations and updates is required to be able to best advise the client. Permit preparation, especially IP preparations, and other research and fieldwork oversight is required. Performing business development through marketing and project management. Responsible for ensuring quality of work performed by junior staff through the QA/QC process.
Senior Regulatory Specialist L3	15 years of 414/401 permitting and other permitting and environmental assessments	Bachelor of Science in environmental science, ecology or environmental studies required	Responsibilities for this position include supervision of junior regulatory staff, including monitoring and construction compliance teams. This includes administrative tasks of hiring, training and developing performance standards for the teams. Develops and maintains positive client relationships by advising clients which can include interpretation of complex regulations while giving solutions and ramifications of those solutions. An advanced knowledge of ecological regulations and updates is required to be able to best advise the client. Permit preparation, especially IP preparations, and other research and fieldwork oversight is required. Performing business development through marketing and project management. Responsible for ensuring quality of work performed by junior staff through the QA/QC process.

Regulatory Specialist II L1	3 years of permitting, technical reports and environmental issues required	Bachelor of Science in environmental science, ecology or environmental studies required	This position is responsible for the oversight of preparation of applications, including the supporting documentation and research needed for submission to the various agencies. This includes site searches for Threatened and Endangered Species, Cultural Resources and Natural Heritage. Expected duties also include preparation of IP (Individual Permit) applications with little supervision, and doing project related research to identify issues and resolutions. Developing positive client interaction and supervising monitoring or regulatory teams to ensure smooth workflow and cooperation are expected of this position. Fieldwork can be required if necessary for support of the regulatory process, while continuing to develop knowledge of the any regulatory issues that may occur.
Regulatory Specialist II L2	4 years of permitting, technical reports and environmental issues required	Bachelor of Science in environmental science, ecology or environmental studies required	This position is responsible for the oversight of preparation of applications, including the supporting documentation and research needed for submission to the various agencies. This includes site searches for Threatened and Endangered Species, Cultural Resources and Natural Heritage. Expected duties also include preparation of IP (Individual Permit) applications with little supervision, and doing project related research to identify issues and resolutions. Developing positive client interaction and supervising monitoring or regulatory teams to ensure smooth workflow and cooperation are expected of this position. Fieldwork can be required if necessary for support of the regulatory process, while continuing to develop knowledge of the any regulatory issues that may occur.
Regulatory Specialist I L1	Entry Level	Bachelor of Science in environmental science, ecology or environmental studies preferred	Responsibilities cover preparation of basic applications with minimal supervision, including gathering supporting documentation, coordinating graphics, and conducting environmental assessments. Uses the websites specific to Threatened and Endangered Species and Cultural Resources databases to identify and summarize the information available. May perform fieldwork in support of the regulatory process and also assists in project related research, reports and documentation. Expected to develop and demonstrate knowledge of regulatory issues and stay up to date on any new procedures.

Regulatory Specialist I L2	1 year in permitting, technical report preparation and environmental issues preferred	Bachelor of Science in environmental science, ecology or environmental studies preferred	Responsibilities cover preparation of basic applications with minimal supervision, including gathering supporting documentation, coordinating graphics, and conducting environmental assessments. Uses the websites specific to Threatened and Endangered Species and Cultural Resources databases to identify and summarize the information available. May perform fieldwork in support of the regulatory process and also assists in project related research, reports and documentation. Expected to develop and demonstrate knowledge of regulatory issues and stay up to date on any new procedures.
Regulatory Assistant L2	1 year minimum	High School required and Bachelor of Science in an environmental science preferred	Duties include administrative support to the regulatory team, including database maintenance, daily reports to the project managers, and project support with proposal preparation, project related research and document management. If needed, performs fieldwork in support of regulatory compliance or ecological investigation to ensure the regulatory staff has the necessary information for successful workflow and task completion.
Administrative Assistant L1	Entry Level	High School degree or equivalent	Administrative Assistants provide clerical support to the professional staff, including file maintenance, maintenance of company calendars, answering phones and backup of the receptionist desk. Responsibilities also include maintaining the fleet of vehicles for the company, keeping the registrations, licensing and insurance information current. Additional duties include database entry, report binding, copying and proposal preparation support.
Administrative Assistant L2	2 years minimum	High School degree or equivalent	Administrative Assistants provide clerical support to the professional staff, including file maintenance, maintenance of company calendars, answering phones and backup of the receptionist desk. Responsibilities also include maintaining the fleet of vehicles for the company, keeping the registrations, licensing and insurance information current. Additional duties include database entry, report binding, copying and proposal preparation support.

Administrative Assistant L3	3 years minimum	High School degree or equivalent	Administrative Assistants provide clerical support to the professional staff, including file maintenance, maintenance of company calendars, answering phones and backup of the receptionist desk. Responsibilities also include maintaining the fleet of vehicles for the company, keeping the registrations, licensing and insurance information current. Additional duties include database entry, report binding, copying and proposal preparation support.
Senior Ecologist L1	6 years in ecology fieldwork and report preparation	Bachelor of Science Degree in Environmental Science, Biology, Ecology or other related natural science	Responsibilities include providing technical leadership to staff; conducting oversight and quality assurance for fieldwork and deliverables; conducting and directing evaluations related to wetland delineations, stream assessments, habitat assessments and monitoring efforts; and managing large complex projects with multiple disciplines. Develop and maintain familiarity with all of WEG's services, including the ability to market to existing and new clients. Conduct field research as needed. Ensure project budgets and deadlines are monitored. Direct coordination with Program Manager. Development of proposals. Develop and maintain positive agency relationships.
Senior Ecologist L2	7 years in ecology fieldwork and report preparation	Bachelor of Science Degree in Environmental Science, Biology, Ecology or other related natural science	Responsibilities include providing technical leadership to staff; conducting oversight and quality assurance for fieldwork and deliverables; conducting and directing evaluations related to wetland delineations, stream assessments, habitat assessments and monitoring efforts; and managing large complex projects with multiple disciplines. Develop and maintain familiarity with all of WEG's services, including the ability to market to existing and new clients. Conduct field research as needed. Ensure project budgets and deadlines are monitored. Direct coordination with Program Manager. Development of proposals. Develop and maintain positive agency relationships.

Senior Ecologist L3	8 years in ecology fieldwork and report preparation	Bachelor of Science Degree in Environmental Science, Biology, Ecology or other related natural science	Responsibilities include providing technical leadership to staff; conducting oversight and quality assurance for fieldwork and deliverables; conducting and directing evaluations related to wetland delineations, stream assessments, habitat assessments and monitoring efforts; and managing large complex projects with multiple disciplines. Develop and maintain familiarity with all of WEG's services, including the ability to market to existing and new clients. Conduct field research as needed. Ensure project budgets and deadlines are monitored. Direct coordination with Program Manager. Development of proposals. Develop and maintain positive agency relationships.
Ecologist II L1	3 years in ecology fieldwork and report preparation	Bachelor of Science Degree in Environmental Science, Biology, Ecology or other related natural science	Responsibilities include wetland delineation, habitat assessments, and report preparation while supervising the junior staff members in the field. The ability to work with little or no supervision and monitor budget and project deadlines, while keeping the project managers up to date on work in progress. Managing small to mid size projects may also be included. This position has client and agency contact and maintains communication and good relationships with both to help ensure the success of the project.
Ecologist II L2	4 years in ecology fieldwork and report preparation	Bachelor of Science Degree in Environmental Science, Biology, Ecology or other related natural science	Responsibilities include wetland delineation, habitat assessments, and report preparation while supervising the junior staff members in the field. The ability to work with little or no supervision and monitor budget and project deadlines, while keeping the project managers up to date on work in progress. Managing small to mid size projects may also be included. This position has client and agency contact and maintains communication and good relationships with both to help ensure the success of the project.
Ecologist II L3	5 years in ecology fieldwork and report preparation	Bachelor of Science Degree in Environmental Science, Biology, Ecology or other related natural science	Responsibilities include wetland delineation, habitat assessments, and report preparation while supervising the junior staff members in the field. The ability to work with little or no supervision and monitor budget and project deadlines, while keeping the project managers up to date on work in progress. Managing small to mid size projects may also be included. This position has client and agency contact and maintains communication and good relationships with both to help ensure the success of the project.

Ecologist I L3	2 years in ecology field work and report preparation	Bachelor of Science Degree in Environmental Science, Biology, Ecology or other related natural science	This position assists the Ecologist II in wetland delineation, habitat assessments and report preparation. Knowledge of flora, fauna, and basic taxonomy is necessary to perform the field research required while also maintaining company equipment for maximum performance. This position is responsible for detailed accurate field notes that are used in report preparation to state and federal agencies.
Senior Environmental Planner L1	6 years	Bachelor of Science	Responsibilities include overall supervision of junior staff while performing data collection, preparing standard reports, and conceptual and final plan preparation. Other responsibilities are to supervise the preparation of construction plans, perform advanced stream design techniques, oversee deed restrictions and bid documents, and write and submit reports and proposals. This position is responsible for task and budget supervision, as well as client and engineer relations to keep information available. The Senior EP works closely with the project managers while ensuring the QA/QC of the work done by the team.
Senior Environmental Planner L2	10 years	Bachelor of Science	Responsibilities include overall supervision of junior staff while performing data collection, preparing standard reports, and conceptual and final plan preparation. Other responsibilities are to supervise the preparation of construction plans, perform advanced stream design techniques, oversee deed restrictions and bid documents, and write and submit reports and proposals. This position is responsible for task and budget supervision, as well as client and engineer relations to keep information available. The Senior EP works closely with the project managers while ensuring the QA/QC of the work done by the team.
Senior Environmental Planner L3	15 years	Bachelor of Science	Responsibilities include overall supervision of junior staff while performing data collection, preparing standard reports, and conceptual and final plan preparation. Other responsibilities are to supervise the preparation of construction plans, perform advanced stream design techniques, oversee deed restrictions and bid documents, and write and submit reports and proposals. This position is responsible for task and budget supervision, as well as client and engineer relations to keep information available. The Senior EP works closely with the project managers while ensuring the QA/QC of the work done by the team.

Environmental Planner II L1	3 years	Bachelor of Science	Responsibilities include supervision of Environmental I team members and the QA/QC of data collection, plan preparation and design of stream projects. Also responsible for the advanced stream design techniques, deed restrictions, developing cost estimations and preparation of bid documents. Coordinates with the internal and external project team, and the project manager to help ensure the success of the design and overall project.
Environmental Planner II L3	5 years	Bachelor of Science	Responsibilities include supervision of Environmental I team members and the QA/QC of data collection, plan preparation and design of stream projects. Also responsible for the advanced stream design techniques, deed restrictions, developing cost estimations and preparation of bid documents. Coordinates with the internal and external project team, and the project manager to help ensure the success of the design and overall project.
Environmental Planner I L1	Entry level	Bachelor of Science	Responsibilities include stream data collection, preparation of conceptual and final plans, and perform basic stream design techniques. This includes hydrology and hydraulics analysis, deed restrictions, preparation of location and vicinity maps and routine CAD drawings. Also provides standard reports for stream restoration, monitoring, PFD and USM requirements.
Environmental Planner I L2	1 year	Bachelor of Science	Responsibilities include stream data collection, preparation of conceptual and final plans, and perform basic stream design techniques. This includes hydrology and hydraulics analysis, deed restrictions, preparation of location and vicinity maps and routine CAD drawings. Also provides standard reports for stream restoration, monitoring, PFD and USM requirements.
Senior Environmental Specialist L2	7 years	Bachelor degree in Environmental Science, Biology, or construction management	The Senior Environmental Specialist oversees the team and has final QA/QC responsibility for the VSMP, VWP and mitigation monitoring compliance and reporting to agencies. Responsibilities include budgetary oversight of project tasks and regular communication of environmental concerns to project managers, internal and external project teams. All management of scheduling personnel, and oversight management of hydrology monitoring, invasive species control efforts, monitoring and maintenance are required by attending all meetings and developing client interaction.

Environmental Specialist II L3	6 years	Bachelor degree in Environmental Science, Biology, or construction management	The responsibilities for this position include the support of permitting, permit compliance, erosion control and monitoring as needed by public and private sector clients. This includes maintaining construction notebooks, submitting all necessary applications and reports to the various agencies. Also responsibilities are to provide fieldwork support on sites by installing wells, invasive species spraying, hydrology monitoring as well as plantings and maintenance of sites. Discussion of environmental concerns with project team, clients, contractors and agency personnel are required to keep all parties working within permitting requirements.
Environmental Specialist I L2	2 years	Bachelor degree in Environmental Science, Biology, or construction management preferred	Responsibilities are to assist the ET II in providing field support services to other teams on the project. This can include VSMP and VWP monitoring and reporting as well as gathering field data for the project manager, point of contact and team leader. Provides administrative support related to producing reports and agency submittals.
CAD Designer L2	4 years	Associates Degree preferred with courses in AutoCAD, Micro station and Surveying	Advanced knowledge of CAD drawings, construction plan details, offsets, layouts and grading required. Responsible for working closely with the engineering staff to produce high quality graphics and be able to verbally communicate specifications and directions to the junior CAD staff.
CAD Designer L3	5 years	Associates Degree preferred with courses in AutoCAD, Micro station and Surveying	Advanced knowledge of CAD drawings, construction plan details, offsets, layouts and grading required. Responsible for working closely with the engineering staff to produce high quality graphics and be able to verbally communicate specifications and directions to the junior CAD staff.
CAD Technician L1	Entry level	Associates Degree preferred with courses in AutoCAD, Micro station and Surveying	Preparation of CAD drawings including construction details, offsets, layouts, and grading are the responsibilities of the CAD Technician. This position gives plan preparation, complete markups, report graphic and proposal submittal support for the professional staff.

CAD Technician L2	1 year	Associates Degree preferred with courses in AutoCAD, Micro station and Surveying	Preparation of CAD drawings including construction details, offsets, layouts, and grading are the responsibilities of the CAD Technician. This position gives plan preparation, complete markups, report graphic and proposal submittal support for the professional staff.
CAD Technician L3	2 year	Associates Degree preferred with courses in AutoCAD, Micro station and Surveying	Preparation of CAD drawings including construction details, offsets, layouts, and grading are the responsibilities of the CAD Technician. This position gives plan preparation, complete markups, report graphic and proposal submittal support for the professional staff.
Accountant L2	3 years minimum	Bachelor Degree in accounting or required field preferred; Associates Degree in Accounting or related field required	The Accountant is responsible for overall project account maintenance and billing preparation. This includes all database maintenance, budget analysis, invoice preparation, and project reports to the project managers and other team members. Additional responsibilities include payroll processing, payroll maintenance and annual budget support. This position gives support to the Controller in monthly account and financial reports preparation and analysis.
Accountant L3	4 years minimum	Bachelor Degree in accounting or required field preferred; Associates Degree in Accounting or related field required	The Accountant is responsible for overall project account maintenance and billing preparation. This includes all database maintenance, budget analysis, invoice preparation, and project reports to the project managers and other team members. Additional responsibilities include payroll processing, payroll maintenance and annual budget support. This position gives support to the Controller in monthly account and financial reports preparation and analysis.

GIS Planner II L2	Minimum of 5 years experience with GIS planning	Bachelor degree in Geography, Geographic Information Systems or related field required.	Responsibilities include creation of GIS datasets including shape files and geodatabases for internal use and as deliverables to clients; creation of maps for both field use and as final deliverables; and performing complex spatial analysis of datasets by utilizing ArcGIS tools to cross-reference data and create solutions to multifaceted problems. Manage GIS related projects, data, software, and licensing within the company. Ensure coordination with staff on all teams for work flow and the completion of any needed tasks. Maintain knowledge of ArcGIS software techniques and developments and relay applicable information to other staff that may streamline workflows. Provide training and supervision for Junior Staff and provide peer review of Junior Staff work.
Senior Landscape Architect L3	15 years minimum of wetlands and streams design, LA design, and regulatory coordination preferred.	Bachelor degree in Landscape Architecture or a bachelor degree in a related science with a Masters degree in Landscape Architecture. PLA license required	Independently prepares designs using supporting documentation to thoroughly analyze the project's design needs. Prepares technical reports and performs project research, while supervising and educating the junior staff of landscape architects. Determines project task needs and assign and oversee junior staff assignments. Effectively manages multiple projects. Continues to maintain an up to date personal bank of knowledge in wetlands design and science. Coordinates with the other teams to achieve efficient workflow. Develops and maintains client relationships for marketing purposes.
Landscape Architect II L3	5 years minimum of design, environmental assessments, technical reports and mitigation	Bachelor degree in Landscape Architecture or a bachelor degree in a related science with a Masters degree in Landscape Architecture	Prepares designs with no supervision using supporting documentation to thoroughly analyze the project's design needs. Prepares technical reports and performs project research, while helping to train the staff one landscape architects. Performs fieldwork in support of the wetlands mitigation process, including topographic, hydrology, soils and vegetation analysis. Effectively manages multiple tasks. Continues to learn and maintain a knowledge of regulatory processes and wetlands design and science.

Landscape Architect I L3	2 year	Bachelor degree in Landscape Architecture or a bachelor degree in a related science with a Masters degree in Landscape Architecture	Prepares designs with minimal supervision using supporting documentation to thoroughly analyze the project's design needs. Helps to prepare technical reports and performs fieldwork in support of the wetlands mitigation process, including topographic, hydrology, soils and vegetation analysis. Responsible for learning and maintaining a knowledge of regulatory processes and wetlands design and science. Aids the senior staff with project tasks wherever necessary.
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