GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

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

SCHEDULE TITLE:	871 – Professional Engineering Services (PES) FSC Group: 871
CONTRACT NUMBER:	**GS-23F-0054L**
CONTRACT PERIOD:	November 22, 2000 – November 21, 2005 (Base Period – exercised) November 22, 2005 – November 21, 2010 (Option Period – exercised) **November 22, 2010 – November 21, 2015 (Option Period – exercised)** November 22, 2015 – November 21, 2020 (Option Period – not yet exercised) For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov.
CONTRACTOR ADDRESS:	**Amec Foster Wheeler Environment & Infrastructure, Inc. (Amec Foster Wheeler)** 751 Arbor Way, STE 180 Blue Bell, PA 19422
CONTRACT MANAGER:	**Dawn Aucoin**
Address:	Amec Foster Wheeler Environment & Infrastructure, Inc. 9725 Cogdill Road Knoxville, TN 37932
Telephone:	(865) 671-6774
Direct:	(865) 218-1051
Fax:	(865) 671-6254
Email:	donna.aucoin@amec.com
Web Site:	www.amecfw.com
CONTRACT ADMINISTRATOR:	**Cuong Vu**
Address:	Amec Foster Wheeler Environment & Infrastructure, Inc. 751 Arbor Way, STE 180 Blue Bell, PA 19422
Telephone:	(610) 828-8100
Direct:	(610) 877-6021
Fax:	(610) 828-6700
Email:	cuong.vu@amec.com
Web Site:	www.amecfw.com
PROGRAM MANAGER:	**Peter Baker**
Address:	Amec Foster Wheeler Environment & Infrastructure, Inc. 511 Congress St.

Portland, ME 04101
Telephone: (207) 775-5401
Direct: (207) 828-3692
Fax: (207) 772-4762
Email: peter.baker@amec.com

BUSINESS SIZE: Other than Small

CAGE CODE: 1U1W9

FEDERAL TAX ID: 91-1641772

ABOUT Amec Foster Wheeler:

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

With pro-forma 2014 annualised scope revenues of £5.5 billion and over 40,000 employees in more than 50 countries, the company operates across the whole of the oil and gas industry – from production through to refining, processing and distribution of derivative products – and in the mining, clean energy, power generation, pharma, environment and infrastructure markets.

Amec Foster Wheeler shares are publicly traded on the London Stock Exchange and its American Depositary Shares are traded on the New York Stock Exchange. Both trade under the ticker AMFW.

CUSTOMER INFORMATION:

1a. **TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINS):**

Special Item Number (SIN)	Title
871-1 (RC)	Strategic Planning for Technology Programs/Activities
871-2 (RC)	Concept Development and Requirements Analysis
871-3 (RC)	System Design, Engineering and Integration
871-4 (RC)	Test and Evaluation
871-5 (RC)	Integrated Logistics Support
871-6 (RC)	Acquisition and Life Cycle Management
871-7 (RC)	Construction Management and Engineering Consulting Services Related to Real Property

1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:** N/A

1c. **LABOR CATEGORY TITLES AND RATES:**

SINs 871-1 thru 7: For labor category titles, descriptions, and rates please see Pages 7 – 12.

2. **MAXIMUM ORDER*:** SINs 871-1 thru 7: $1,000,000

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. **MINIMUM ORDER:** SINs 871-1 thru 7: $100

4. **GEOGRAPHIC COVERAGE:** Worldwide

5. **POINT(S) OF PRODUCTION:** Same as Contractor's address

6. **DISCOUNT FROM LIST PRICES:** Prices Shown Herein are Net (discount deducted)

7. **QUANTITY DISCOUNT(S):** None

8. **PROMPT PAYMENT TERMS:** Net 30 Days

9a. **Government Purchase Cards are accepted at or below the micro-purchase threshold.** Contact Contract Administrator

9b. **Government Purchase Cards are accepted above the micro-purchase threshold.** Contact Contract Administrator

10. **FOREIGN ITEMS:** None

11a. **TIME OF DELIVERY:** Per SOW

11b. **EXPEDITED DELIVERY:** Contact Contract Administrator

11c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact Contract Administrator

11d. **URGENT REQUIRMENTS:** Contact Contract Administrator

12. **FOB POINT:** FOB Destination

13a. **ORDERING ADDRESS:** Same as Contractor's address

13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3

14. **PAYMENT ADDRESS:**

Amec Foster Wheeler Environment & Infrastructure, Inc.
24376 Network Place
Chicago, IL 60673-1376

15. **WARRANTY PROVISION:** N/A

16. **EXPORT PACKING CHARGES:** N/A

17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Contact Contract Administrator

18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A

19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A

20a. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A

20b. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A

21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A

22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A

23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A

24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A

24b. **Section 508 Compliance for EIT:** N/A

25. **DUNS NUMBER:** 038086125

26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Registration valid until current expiration

LIST OF AWARDED SPECIAL ITEM NUMBERS (SINS)

SIN 871-1 STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES:

Services required under this SIN involve the definition and interpretation of high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting. Example: The evaluation and preliminary definition of new and/or improved performance goals for navigation satellites such as launch procedures and costs, multi-user capability, useful service life, accuracy and resistance to natural and man-made electronic interference. PES does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

SIN 871-2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS:

Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development of enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to professional engineering services, regulatory compliance support, technology/system conceptual designs, training, and consulting. Example: The development and analysis of the total mission profile and life cycle of the improved satellite including examination of performance and cost tradeoffs. PES does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

SIN 871-3 SYSTEM DESIGN, ENGINEERING AND INTEGRATION:

Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis, mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, e.g. CADD, design studies and analysis, design review services, shop drawing review services, submittal review services, conducting fire protection facility surveys, developing risk reduction strategies and recommendations to mitigate identified risk conditions, fire modeling, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, and consulting. Example: The navigation satellite concept produced in the preceding stage will be converted to a detailed engineering design package, performance will be computer simulated and a working model will be built for testing and design verification. PES does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

SIN 871-4 TEST AND EVALUATION:

Services required under this SIN involve the application of various techniques demonstrating that a system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited to testing of a prototype, and first article(s) testing, environmental testing, performing inspections and witnessing acceptance testing of fire protection and life safety systems as they relate to professional engineering services, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system, quality assurance, physical testing of the product system, training, and consulting. Example: The navigation satellite-working model will be subjected to a series of tests, which may

simulate and ultimately duplicate its operational environment. PES does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

SIN 871-5 INTEGRATED LOGISTICS SUPPORT:

Services required under this SIN involves the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their lifecycles, excluding those systems associated with real property. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, conducting research studies, long-term reliability and maintainability, training, and consulting. Example: The full range of life cycle logistics support for the navigation satellite will be identified and designed in this stage including training, operation and maintenance requirements, and replacement procedures. PES does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

SIN 871-6 ACQUISITION AND LIFE CYCLE MANAGEMENT:

Services required under this SIN involve all of the planning, budgetary, contract and systems/program management functions required to procure and or/produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to (technology based) systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting. Example: During this stage the actual manufacturing, launch, and performance monitoring of the navigation satellite will be assisted through project management, configuration management, reliability analysis, engineering retrofit improvements and similar functions. PES does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

SIN 871-7 CONSTRUCTION MANAGEMENT AND ENGINEERING CONSULTING SERVICES RELATED TO REAL PROPERTY:

Services provided under this SIN include construction management, engineering consulting, project management, and related professional services specifically pertaining to real property. The construction management approach utilizes one or more firms with construction, design, and management expertise to expand the customer agency's capabilities, so that the agency can successfully accomplish its program or project. The contractor performing construction management services assumes the position of professional adviser to the customer agency. Customer agencies may utilize the construction manager as the principal agent to advise or manage the process over the project regardless of the project delivery method used. Construction management services include, but are not limited to, design phase support, procurement support, commissioning services, testing services, construction claims support, and post-construction engineering services. The contractor performing engineering consulting services functions as an advisor to the government to assist with executing engineering tasks associated with real property. Engineering consulting services relating to real property include, but are not limited to, mechanical engineering, electrical engineering, fire protection engineering, forensic engineering, structural engineering, or any other specialized engineering consulting services that are utilized in regards to real property. Authorized engineering consulting tasks include design reviews, shop drawing reviews, submittal reviews, inspection and testing services, witnessing acceptance tests of equipment and systems, commissioning, modeling and analysis, loss investigation, facility surveys, safety evaluations, research studies, risk mitigation strategy development or reviews, and other related technical consulting services. The contractor performing engineering consulting services shall not perform the construction of real property, nor be a named party under the construction contract. The contractor performing construction management and engineering consulting services shall not perform

the construction of real property, nor be a named party under the construction contract. Project management services relating to a construction management or engineering consulting effort are authorized.

NOTE 1: This Schedule does not include Architect-Engineer services as defined in the Brooks Act, and do not include certification of designs or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

NOTE 2: This Schedule does not include Davis-Bacon Act work as described in Federal Acquisition Regulation Subpart 22.4.

NOTE 3: Some of the terminology used, such as professional engineer and design review, have multiple meanings in the engineering services profession. Under no circumstances should those terms be interpreted to include performance of Brooks Act services Section 1102 of 40 U.S.C. Chapter 11.

NOTE 4: Please review the Construction Management and Engineering Consulting Services TFTP-MC-990871-B Refresh: 20 Part I - GOODS & SERVICES Page: 8 of 81 Relating to Real Property Guide available at www.gsa.gov/pes to obtain further information regarding the scope of services included under this SIN.

DESCRIPTION OF LABOR CATEGORY TITLES AND RATES

LABOR CATEGORY TITLE	HOURLY PRICE OFFERED TO GSA (includes IFF)
Chief Engineer/Scientist	$168.00
Sr. Principal/Sr. Project Manager	$150.26
Principal /Project Manager	$127.03
Senior Engineer	$97.43
Project Engineer	$80.63
Staff Engineer II	$69.88
Staff Engineer I	$69.30
Senior Technician II**	$63.50
Senior Technician I**	$56.70
Technician II**	$50.40
Technician I**	$44.20
CADD/Draftsperson II**	$80.03
CADD/Draftsperson I**	$34.17
Technical Writer/Document Processor**	$63.50
Project/Subcontract Admin**	$64.62
Admin II**	$49.14
Admin I**	$34.30

***Indicates SCA eligible categories*

SCA Matrix		
SCA Eligible Contract Labor Category	**SCA Equivalent Code - Title**	**WD Number**
Senior Technician II	30085 - Engineering Tech. V	2005-2133
Senior Technician I	30083 - Engineering Tech IV	2005-2133
Technician I	30082 - Engineering Tech II	2005-2133
CADD/Draftsperson II	30064 - Drafter/CAD Operator IV	2005-2133
CADD/Draftsperson I	30061 - Drafter/CAD Operator I	2005-2133
Technical Writer/Document Processor	30462 - Technical Writer II	2005-2133
Admin II	01020 - Administrative Assistant	2005-2133

Admin I	01020 - Administrative Assistant	2005-2133

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

CHIEF ENGINEER / SCIENTIST:

Recognized internally and externally as technical and business leader; provides high-level support for marketing and project pursuit; provides support for project execution, training, and technical development; assures implementation of quality programs and initiatives. Typical responsibilities include, provides leadership role for marketing to major clients, service areas, and technically unusual projects; responsible for selected key clients. Serves as Project Principal for proposals prepared and projects executed which are outside the scope of services provided by the office or experience of office staff. Assures that only appropriately trained and authorized Principals are assigned to projects. Assures that Office Manager develops appropriate technical training for office staff. Assists employees in their professional development and recommends qualified personnel for career advancement. Serves as primary quality assurance officer for assigned office(s); verifies implementation of quality programs and initiatives. Performs or directs others to perform documented quality reviews at least annually for each service area in assigned office(s). Assists Director of Engineering and Science and Quality Assurance Manager in audits of other operations in the company. Serves on Principal Professional, Project Manager, and Principal Technician review boards as requested by Director of Engineering and Science. Requires a B.S. or M.S. Engineering, Scientific Discipline, or related technical field. 15 + years of experience. Professional registration or certification as applicable. Demonstrated ability to lead and manage multiple projects and personnel. Demonstrated ability to develop and maintain strong client relationships. Strong oral and written communications skills; ability to prepare complex reports and proposals. Demonstrated ability to develop business with new and existing clients and to attract clients based on personal reputation. Thorough understanding of the company's resources, capabilities, business practices, and financial model. 2+ years tenure as a Principal Professional. Recognized as a technical expert within the professional community. If the job requires solo work assignments, then a valid driver's license is required. If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance. Flexibility to work outside normal business hours as required. Training requirements include appropriate health and safety topics, Quality Assurance Manual and Procedures, Professional Ethics, Project Manager Leadership, Advanced Project and Risk Management topics as applicable, Civil Treatment for Managers (recommended), Outlook, Word and Excel.

SR. PRINCIPAL/SR. PROJECT MANAGER:

Recognized internally and externally as technical expert in a particular field; acts as technical consultant for projects of major scope and complexity; makes decisions and recommendations with significant impact; works with wide latitude for action and decision-making authority. Reports to Group Leader, Office manager or Regional Manager. Typical Responsibilities include, Manages multiple and technically difficult projects (if designated as a Project Manager); has authority to commit company resources. Provides advanced leadership to technical staff. Serves as a top technical advisor to other groups and clients. Develops, reviews, and signs proposals in accordance with company policy. Develops, reviews, and signs reports and contract documents in accordance with company policy. Leads business development efforts within discipline and attracts work based on personal reputation as an expert. Takes major role in guiding the firm financially, technically, and administratively, including quality assurance, technical excellence, and operations management. Requires a B.S. or M.S. Engineering, Scientific Discipline, or related technical field. 15 + years of experience. Professional registration or certification as applicable. Demonstrated ability to lead and manage multiple projects and personnel. Demonstrated ability to develop and maintain strong client relationships. Strong oral and written communications skills; ability to prepare complex reports and proposals. Demonstrated ability to develop business with new and existing clients and to attract clients based on personal reputation. Thorough understanding of the company's resources, capabilities, business practices, and financial model. Successful completion of an internal review board coordinated by the Directors of

Engineering/Science; senior level personnel may be hired at this position with the approval of the Director of Engineering and Science and the completion of the review board process within one year of hire. Recognized as a technical expert within the professional community. Published within area of expertise. If the job requires solo work assignments, then a valid driver's license is required. If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance. Flexibility to work outside normal business hours as required.

PRINCIPAL/PROJECT MANAGER:
Accountable for technical content and quality of specific project elements performed under their direction. Responsible for marketing and client development Develops, reviews and signs proposals in accordance with Company Policy. Directs project elements and reviews and signs reports and contract document in accordance with Company Policies. Requires a B.S. in engineering, 1 year as an AMEC employee, and 1 year tenure of work in responsible charge under the guidance of a principal professional at least 5 years experience and approval by an internal review board.

SENIOR ENGINEER:
Responsible for marketing, client development, project budgets and staffing. Responsible for planning and conducting projects. Performs review of project quality and adherence to project plan: reviews project documents for technical accuracy. May supervise or direct work assignment of project and staff level professionals. Requires a B.S. in engineering and appropriate professional registration or certification. Typically 4 - 10 years of experience.

PROJECT ENGINEER:
Under general direction, performs fieldwork, gathers and analyzes data, prepares reports and plans for engineering and / or environmental projects. Assists in preparation of proposals and cost estimates. Oversees the work of staff level professional. May work on projects of smaller scope or assist senior level professionals on projects of greater scope or complexity. May supervise small projects. Requires a B.S. in engineering or science; typically EIT or GIT and a minimum of 3 years of experience.

STAFF ENGINEER II:
Under direct supervision, performs a variety of routine tasks that are structured to provide experience and familiarization with the staff, methods, practices and programs of the company. Typically an entry level professional position requires a degree in engineering, or science, an EIT and less than 2 years of experience. May prepare proposals and cost estimates and may supervise small projects.

STAFF ENGINEER I:
Performs routine, well-defined field and office assignments (technical and non-technical); receives detailed instructions on objectives, complex features and possible solutions; receives close supervision and review of work. Reports to Group Leader; assigned to projects under direction of Project Managers. Typical Responsibilities includes performing field exploration, inspection, analysis; provides technical support with supervision. Acts as a data gatherer; prepares maps, charts; runs simple computer programs. Performs field testing; uses equipment and instrumentation. Interprets data and test results. With experience, may write complete reports. Prepares field reports, internal correspondence, sections of formal reports. May be assigned field construction responsibilities. With experience, may supervise subcontractors and/or company employees. Follows company safety standards, site safety standards, and provides all required permitting. Contacts vendors; researches literature and regulatory requirements; prepares draft designs. Conducts engineering or scientific calculations; coordinates geometry; performs minimal design work, preliminary analysis, and layout. Performs routine calculations. Typical Requirements include: B.S. or M.S. Engineering, Scientific Discipline, or related technical field. 0 - 2 years of related experience. E.I.T. for engineers (preferred). If the job requires solo work assignments outside the office, then a valid driver's license is required. If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance. Flexibility to work outside normal business hours as required.

SENIOR TECHNICIAN II:
Responsible for managing tasks or coordinating projects of moderate size and complexity; makes

decisions independently; receives supervision and guidance largely on overall objectives and results. (This position is for employees without a technical degree who are performing exempt-level technical duties.) Reports to Group Leader; assigned to projects under direction from Project Managers. Typical Responsibilities include: Directs and supervises technical assignments (both field and office). Manages specific elements of projects. Maintains effective client relations. Prepares and conducts technical review of staff, reports, correspondence, and calculations; prepares technical recommendations. Produces non-routine plans, reports, and specifications. Identifies and defines scope, technique, price, and schedule. Prepares, directs, and reviews cost estimates. Recognizes and initiates business development opportunities. Prepares proposals with limited supervision; assists in preparation of large-scale proposals. Typical Requirements: High School diploma; Associates degree or non-technical Bachelor's degree preferred 12 + years of related experience. Demonstrated ability to solve complex problems. Staff management and leadership ability. Demonstrated maturity in judgment, initiative, and client relations. Strong oral and written communication skills; ability to prepare reports and proposals. Demonstrated project task management abilities. Ability and willingness develop business from new and existing clients. If the job requires solo work assignments outside the office, then a valid driver's license is required. If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance. Flexibility to work outside normal business hours as required. Training Requirements: Appropriate health and safety topics, Quality Assurance Procedures, Professional Ethics, Basic Project Management, Outlook, & Word Excel.

SENIOR TECHNICIAN I:

Makes on-site observations, collects samples, and/or performs tests to monitor work procedures for compliance with project specifications. Reports and records observations and test in timely manner to professional staff and client representatives. Performs and supervises complex work tasks, has thorough knowledge of testing and inspection requirements. May be responsible for training and supervising other technicians and managing projects. Typical requires high school diploma and 10 or more years of experience. Typical certifications include ACI Level II, NICET Level IV, NDT Level II or III and AWS CWI.

TECHNICIAN II:

Performs routine, well-defined field and office assignments; receives detailed instructions on objectives, complex features and possible solutions; receives close supervision and review of work. With experience, may be assigned some tasks with minimal supervision. (This position is for employees without a technical degree who are performing exempt-level technical duties.) Typical Responsibilities: Performs field exploration, inspection, analysis; provides technical support with supervision. Acts as a data gatherer; prepares maps, charts; runs simple computer programs. Performs field testing; uses equipment and instrumentation. Interprets data and test results; with experience, may write complete reports. Prepares field reports, internal correspondence, sections of formal reports. May be assigned field construction responsibilities. With experience, may supervise subcontractors and/or company employees, formal reports. May be assigned field construction responsibilities. With experience, may supervise subcontractors and/or company employees. Follows company safety standards, site safety standards, and provides all required permitting. Contacts vendors; researches literature and regulatory requirements; prepares draft designs. Conducts engineering or scientific calculations; coordinates geometry; performs minimal design work, preliminary analysis, and layout. Performs routine calculations. Typical Requirements: High School diploma; Associates degree or non-technical Bachelor's degree preferred. 7+ years of related experience. Technical aptitude. Skilled at basic or standard field procedures and techniques. If the job requires solo work assignments outside the office, then a valid driver's license is required. Drug screen, background check, and social security # verification. If the job requires work on hazardous waste sites, then a physical exam is required to obtain medical clearance. Flexibility to work outside normal business hours as required. Training Requirements: Appropriate health and safety topics, Quality Assurance Manual and Procedures, Outlook, Word, & Excel.

TECHNICIAN I:

Makes on-site observations, collects samples, and/or performs tests to monitor work procedures for compliance with project specifications. Reports and records observations and test in timely manner to

professional staff and client representatives. Performs beginning level work under direct supervision. Entry level position typically requiring high school diploma and 0-2 years experience. Typical certifications include ACI Grade I and NICET Level I or NDT Level

CADD/DRAFTSPERSON II:
Performs deign functions in selected discipline. Sets up discipline design CAD files, transforms and completes engineering provided sketches on CAD utilizing CAE design software. Interacts with and gathers information from CAD operators and other Technical Designers. Required basic demonstrated CAD skills in a particular design discipline and ability to work under supervision of an engineer. Typically requires NICET Part A Certification; demonstrated project set up skills and familiarity with standard industry practices. May supervise CAD operators. Also typically requires 10 years experience for non-degree or associates degree individuals or a minimum of 4 years of experience for degreed individuals.

CADD/DRAFTSPERSON I:
Under general supervision, prepares drawings and other reports documents using a personal computer with standard CAD software. Maintains diagrams and project documentation. Typically requires high school diploma, technical or College training and 3-5 years of experience.

TECHNICAL WRITER:
Writes and edits material for reports, manuals, proposals, and related technical and administrative publications as assigned by project leader. Reviews documents for format, logic, organization, consistency, grammar and punctuation. Researches materials and interviews technical professionals.

PROJECT/SUBCONTRACT ADMINISTRATOR:
Responsible for preparation, evaluation administration and compliance of all government contract accounting work. This includes Cost Accounting Standards, RFP's RFQ, Statements of Work, Work Breakdown Schedules, Purchase Orders, Small Business Plan Compliance, and Property Disposition programs. Coordinates finalization of contract cost amendments and changes. Assures that contracts are executed according to federal Acquisition Regulations, and that the client billing and receivables are according to the terms of the contract.

ADMIN II:
Provides administrative support duties under general supervision; requires the full knowledge of, and ability to interpret, established procedures. Typical Responsibilities: Receives and distributes mail; routes documents. Maintains files and records for projects, invoices, correspondence, etc. Provides telephone support to individuals and/or groups; screens calls and answers inquiries about routine operating matters; may provide support for office switchboard as needed. Compiles data used in preparing reports. Operates office equipment and basic software applications to produce typewritten material, drawings, graphs, etc. Enters information into computer databases; performs searches; runs reports. Arranges meetings; may make travel arrangements. Transcribes a variety of dictation into proper letter, memorandum, and record format; ensuring correct punctuation and grammar. May perform a variety of accounting-related clerical duties; checks records, prepares invoices and vouchers, posts records such as accounts receivable and accounts payable. Researches and resolves routine problems. Typical Requirements: High School Diploma. 3+ years of related experience. Strong oral and written communication skills. Ability to operate basic office equipment and basic computer software applications. Ability to analyze basic data for the preparation of studies and reports. Knowledge of company policies, practices, organizational structure, and office procedures. Typing speed of 50+ WPM may be required. Knowledge of basic telephone procedures and practices, Knowledge of fundamental filing systems and procedures. Basic knowledge of accounting terms/procedures may be required. If the job requires solo work assignments outside the office, then a valid driver's license is required. Drug screen, background check, and social security # verification. Flexibility to work outside normal business hours as required.

ADMIN I:
Performs a full range of secretarial and administrative duties for senior staff members, Handles project oriented duties and may be held accountable for the timely completion of these task. Relieves manager

of routine administrative detail. Position required an in depth knowledge of company practice, structure and a high degree of secretarial/administrative skills, Typically requires a high school diploma, 2 years of college or secretarial certification and a minimum of 6 years of related experience.