



PROFESSIONAL AND TECHNICIAN POSITION CLASSIFICATIONS FOR THE UNDERGROUND STORAGE TANK CLEANUP FUND

Consultants are required to use the following guidelines as the basis for classification of personnel. A Key Personnel is any staff member of the professional firm who is essential for the successful completion of the Project scope of work and authorized to make decisions affecting the work at the sites under the contracts.

1. PROFESSIONAL KEY PERSONNEL

- A. **Level 4** (P4) - Plans, conducts and supervises projects of major significance, necessitating proven managerial skills and knowledge of leaking underground storage tank sites. Must demonstrate ability to originate and apply new and/or unique methods and procedures. Supplies technical advice and council to other professionals. Generally operates with wide latitude for unreviewed action.

Typical Title: National Manager, Project Leader, Chief Engineer or Scientist.

Qualifications and Experience:

Ph.D. degree with 10 years or more experience.

MS degree with 12 years or more experience.

BS degree with 14 years or more experience.

Experience Factors: Technical experience in discipline directly related to the requirements of the work being performed. Minimum of 4 years experience in supervising multidisciplinary professionals and general office management including budgetary requirements.

- B. **Level 3** (P3) - Plans, conducts and supervises assignments on a project-by-project basis. Estimates and schedules work to meet completion dates. Directs assistance, reviews progress and evaluates results; makes changes in methods, design or equipment are made where necessary. Responsible for safe and cost-effective approaches to achieve the objectives of the project.

Typical Title: Regional Team Leader, Project Engineer.

Qualifications and Experience:

Ph.D. degree with 4 to 10 years experience

MS degree with 6 to 12 years experience

BS degree with 8 to 14 years experience

Experience Factors: Technical experience in disciplines directly related to the requirements of this contract. Minimum of 4 years experience or equivalent. Must have demonstrated ability to manage group of interdisciplinary professionals.

- C. **Level 2** (P2) - Under supervision of a senior or project leader, carries out assignments associated with projects. Work assignments are varied and require some originality and ingenuity. Applies training of professional discipline to assigned projects and translates technical guidance and training received into

usable data products and reports. Evaluates data associated with various watersheds for use in developing digital flood insurance map production and development of updated flood data.

Typical Title: Surveyor, Engineer, Construction Manager, Project Manager, Scientist, Analyst

Qualifications and Experience:

MS degree with 2 to 6 years experience.

BS degree with 3 to 8 years experience.

Experience Factors: Minimum of 2 years in area directly related to work requirements.

2. PROFESSIONAL NON-KEY PERSONNEL

- A. **Level 1** (P1) - Entry level for professional classification; works under supervision of team or project leader. Gathers and correlates basic data and performs routine tasks and other duties as assigned. Makes recommendations on work assignments and on variables which affect field operations. Assist field operations as directed, including manual tasks of equipment setup and maintenance. Performs other duties as assigned.

Typical title: Junior Associate (Surveyor, Engineer, Scientist, Geologist, etc.)

Qualifications and Experience:

MS degree with 0 to 2 years experience.

BS degree with 0 to 3 years experience.

Experience Factor: None

3. TECHNICIAN NON-KEY PERSONNEL

- A. **Level 3** (T3) - Performs non-routine and complex assignments. Works under general supervision of a surveyor, scientist or engineer. Performs experiments or tests which may require non-standard procedures and complex instrumentation. Records, computes and analyzes test data, prepares test reports. May supervise lower level technicians or trades personnel.

Typical Title: Senior Technician

Qualifications and Experience:

6 years or more experience.

Experience Factor: Related to scope of work being performed.

- B. **Level 2** (T2) - Performs non-routine and complex tasks in addition to routine assignments. Works at the direction of the team or project leader. Gathers and correlates basic data and performs routine analyses. May also perform experiments or tests which may require non-standard procedures and complex instrumentation. May construct components or sub-assemblies or prototype models. May troubleshoot malfunctioning equipment and make simple repairs as authorized by team or project leader.

Typical Title: Senior Technician

Qualifications and Experience:

Two to six years experience or equivalent.

Experience Factor: Related to scope of work being performed.

- C. **Level 1** (T1) - Entry level; performs simple, routine tasks under supervision as established in chain-of-command procedures. Performs routine maintenance and may install, set up or operate field equipment of moderate complexity. Provides a wide variety of support functions during field operations.

Typical Title: Junior Technician (field technician)

Qualifications and Experience:
0 to 2 years experience.

Experience Factor: None