



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

Effective September 1, 2019, Posted Online July 23, 2019

Consultants should use the following guidelines as the basis for classification of personnel. Key personnel are any staff members 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. However, personnel charges for specific tasks should reasonably reflect the technical and experiential requirements for the task at hand. Reimbursements will be made based on the tasks performed, rather than the title that an employee holds or the employee's pay rate. Prior approval from the MUSTA Administrator is required if higher rates are to be submitted for reimbursement.

Personnel	Qualifications	Typical Tasks
<p>Professional 4</p> <p><u>Typical Title:</u> Principal, National Manager, Chief Engineer, Chief Scientist</p>	<p>Ph.D. degree with 10 years or more experience.</p> <p>MS degree with 12 years or more experience.</p> <p>BS degree with 14 years or more experience.</p> <p>Technical experience in discipline directly related to the requirements of the work being performed.</p> <p>Minimum of 4 years of experience in supervising multidisciplinary professionals and general office management including budgetary requirements.</p>	<p>Any eligible and reasonable activity</p> <ul style="list-style-type: none"> • Limited to 4 hours per calendar month. • Pre-approval from the MUSTA Administrator is required for time exceeding 4 hours per calendar month.

Personnel	Qualifications	Typical Tasks
<p>Professional 3</p> <p><u>Typical Title:</u> Regional Team Leader, Senior Scientist/Engineer, Senior Project Manager, Project Engineer/Scientist, Project Manager, Engineer, Scientist, Construction Manager, Surveyor, Analyst</p>	<p>MS degree with a minimum of 2 years of technical experience in disciplines directly related to the requirements of work being performed.</p> <p>BS degree with a minimum of with 3 years of technical experience in disciplines directly related to the requirements of work being performed.</p>	<ul style="list-style-type: none"> • Project management • Complex project management • Stakeholder management/communications • Data analysis and interpretation • Hydrogeologic and contaminant modeling • Pilot study specifications • Pilot study field oversight (limited to one Professional Level 3 individual on site). • Development of corrective action strategies • Engineering/equipment design • Report preparation • Report review • Institutional controls • Site access • Subcontractor management • Site Inspection • Field oversight of drilling, excavation, system installation, and system start-up/troubleshooting (limited to one Professional Level 3 individual on site).
<p>Professional 2</p>	<p>Classification has been eliminated.</p>	
<p>Professional 1</p> <p><u>Typical Title:</u> Junior Associate, Staff Scientist, Staff Geologist, etc.</p>	<p>MS degree with 0 to 2 years' experience. BS degree with 0 to 3 years' experience.</p> <p>Entry level for professional classification.</p>	<p>A substantial number of hours are for field work</p> <ul style="list-style-type: none"> • Field work preparation and execution • Prepares institutional control documents • Limited data review and analysis • Report preparation
<p>Technician 3</p> <p><u>Typical Title:</u> Senior Technician</p>	<p>6 years or more experience.</p> <p>Experience related to scope of work being performed.</p>	<p>Mixed field and office</p> <ul style="list-style-type: none"> • Performs non-routine/complex tasks in addition to routine tasks • Performs 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 • May perform routine field operations

Personnel	Qualifications	Typical Tasks
<p>Technician 2</p> <p><u>Typical Title:</u> Senior Technician</p>	<p>2 to 6 years' experience or equivalent.</p> <p>Experience related to scope of work being performed.</p>	<p>Almost entirely fieldwork based</p> <ul style="list-style-type: none"> • Performs non-routine/complex tasks in addition to routine tasks • Gathers and correlates basic data and performs routine analysis • Performs field operations, in example: <ul style="list-style-type: none"> - Construction oversight - Operate, troubleshoot, repair remedial systems - Well development - Sampling • Waste handling
<p>Technician 1</p> <p><u>Typical Title:</u> Junior Technician (field technician)</p>	<p>0 to 2 years' experience. Entry level</p>	<p>Almost entirely fieldwork based</p> <ul style="list-style-type: none"> • Performs simple routine field operations which may include: <ul style="list-style-type: none"> - Remedial system O&M - Well development - Sampling - NAPL recovery • Waste handling
<p>CAD Operator (includes CAD equipment)</p>	<p>---</p>	<ul style="list-style-type: none"> • Drafting/CAD work • Generate new drawings • Revise existing drawings • May include contour map generation • May include boring logs
<p>Clerical/Admin.</p>	<p>---</p>	<ul style="list-style-type: none"> • Word processing • Filing/Mailing • Photocopying • Correspondence/Report generation • Spreadsheet Creation and Updates