# ON-CALL PROFESSIONAL SERVICES AGREEMENT

between

# THE CITY AND COUNTY OF DENVER and HDR ENGINEERING, INC.

Contract Number: 202477138

THIS AGREEMENT ("Agreement") is made and entered into between the CITY AND COUNTY OF DENVER (the "City"), a home rule and municipal corporation of the State of Colorado, and HDR ENGINEERING, INC., a Nebraska corporation (the "Consultant"), with a principal place of business at 1670 Broadway, Suite 3400, Denver, CO 80202.

### **RECITALS**

- 1. The City, through its Department of Community Planning and Development ("CPD") and its Department of Transportation and Infrastructure ("DOTI"), desires to secure certain readily available professional services to support the City's program to provide for the potential redevelopment of the land known and commonly referred to as the Burnham Yard in Denver, Colorado on an "as needed" and "on-call" basis (the "Program"). The area to be influenced by the Program is depicted in a general way on **Attachment 1** attached hereto (the "Program Site").
- 2. The Consultant represents that it has the present capacity, experience, and qualifications to provide program management services including strategic planning, program management, professional design services. program and project controls, NEPA clearances, and management, project coordination, technical support and communications for the Program.
- 3. In response to the City's Request for Qualifications, the Consultant submitted a Qualifications Statement for such services to the City and was selected as the most qualified submitter. The Consultant and the City have negotiated a Scope of Services and Rates for such professional services, attached hereto and incorporated herein as **Exhibit A** and **Exhibit B**.
- **NOW, THEREFORE**, in consideration of the premises and the mutual covenants and obligations herein set forth, the parties hereto mutually agree as follows:

## **SECTION 1 – ENGAGEMENT**

- **1.01 Engagement.** The City hereby engages the Consultant with respect to the performance and delivery of the Work and professional services set forth and defined in **Exhibit A** attached hereto on an On-Call basis, as set forth in this Agreement (the "Services" or the "Scope of Services"). The Consultant accepts such engagement upon, subject to, and in accordance with the terms, conditions, and provisions of this Agreement.
- **1.02 Line of Authority for Contract Administration.** The City's Executive Director of the DOTI ("Executive Director") is the City's representative responsible for authorizing and approving the Work performed under this Agreement. The Executive Director will designate an individual

(referred to herein as the "Program Manager"), as the Executive Director's authorized representative for the purpose of issuing a written Notice to Proceed and for purposes of administering, coordinating, and finally approving the Work performed by the Consultant under this Agreement. The Executive Director expressly reserves the right to designate another authorized representative to perform on the Executive Director's behalf as the "Program Manager" hereunder by written notice to the Consultant.

- **1.03 Independent Contractor.** The Consultant is an independent contractor retained to perform professional or technical Services for limited periods of time. Neither the Consultant nor any of its employees, subconsultants, or subcontractors are employees or officers of the City under Chapter 18 of the Denver Revised Municipal Code, or for any purpose whatsoever.
- **1.04 Scope of Consultant's Authority**. The Consultant shall have no authority to act on behalf of the City other than as expressly provided in this Agreement. The Consultant is not authorized to act as a general agent for or to undertake, direct or modify any contracts on behalf of the City. The Consultant lacks any authority to bind the City on any contractual matters. Final approval of all contractual matters that purport to obligate the City must be executed by the City in accordance with the City's Charter and the Denver Revised Municipal Code ("DRMC").

## **SECTION 2 – CONSULTANT'S SERVICES**

**2.01 General**. The Consultant shall provide professional Services as assigned by the City from time-to-time by written Task Order, on an as-needed basis, in accordance with the terms and conditions of this Agreement. The Consultant's Services shall consist of all Services described in this Agreement and in **Exhibit A**. Tasks may be added or removed at the written direction of the Program Manager.

## 2.02 Professional Responsibility and Task Requirements.

- (a) All Work performed by the Consultant shall be performed in accordance with the standards of care, skill, training, diligence, and judgment provided by competent individuals performing services of a similar nature to those described in the Agreement and in accordance with the terms of the Agreement.
- (b) The Consultant agrees to strictly conform to and be bound by written standards, criteria, budgetary considerations and memoranda of policy furnished to it by the City and shall comply with all applicable laws, statues, codes, ordinances, rules and regulations, of the City, state and federal government as well as any applicable industry standards.
- (c) All professional Services or deliverables provided under this Agreement shall be adequate and sufficient for the project or task and its intended purpose, as reflected in the applicable Task Order.
- (d) The Consultant shall prepare all documents as requested in a format that complies with all City, state and federal requirements. It shall be the Consultant's responsibility to contact the reviewing agencies to determine the acceptable format for the final documents. No documents will be considered final until approved by the City, even though any responsible federal and state agencies have approved such documents.
- (e) The reports, studies, and other products prepared by the Consultant under this

- Agreement, when submitted by the Consultant to the Executive Director and the user agency for any identified phase of a task, must represent a thorough study and competent solution for the task as per usual and customary professional standards and shall reflect all skills applicable to the assigned task.
- (f) The responsibilities and obligations of the Consultant under this Agreement shall not be relieved or affected in any respect by the presence on the site of any agent, consultant or subconsultant, or an employee of the City.
- (g) The Consultant shall take direction only from the Program Manager.
- (h) The Consultant shall provide all professional Services required by the City in defending all claims against the City, which relate in any way to alleged default hereunder, errors or omissions of the Consultant or its subconsultants, without additional compensation.
- 2.03 Program and Budget. Each task proposal will include a maximum fee. The Consultant agrees to consult with the Program Manager to review the City's program and budget for each assigned Task Order at the time of issuance. After issuance, the Consultant shall notify the City in writing within five (5) business days after Consultant becomes aware of any unforeseen circumstances that may impact the Consultant's ability to complete an approved Task Order within the established time and cost specified therein. If the Consultant provides timely notice, adjustments to the Task Order may be made at the Program Manager's sole discretion. If the Consultant does not provide timely notification to the City, the Consultant agrees to complete the Task Order at no additional cost to City and in a manner acceptable to the City.

# 2.04 Coordination and Cooperation.

- (a) The Consultant agrees to perform under this Agreement in such a manner and at such times that the City or any contractor who has work to perform, or contracts to execute, can do so without unreasonable delay.
- (b) Coordination with the City and other involved agencies shall be a continuing Work item through all phases of each assigned task. Such coordination shall consist of regular progress and review meetings with the City, work sessions with the City Program Manager, or as otherwise directed by the City. If requested, the Consultant shall document conferences and distribute notes to the City.

## 2.05 Personnel Assignments.

- (a) The key professional personnel identified in **Exhibit C** will be assigned by the Consultant or its subconsultants to perform the Services required under this Agreement, as appropriate.
- (b) The Consultant's Services shall be diligently performed by the regular professional and technical staff of the Consultant. In the event the Consultant does not have as part of its regular staff certain professional consultants, then such consulting Services shall be performed, with City approval, by practicing professional consultants outside of the employ of the Consultant.
- (c) The Consultant agrees, at all times during the term of this Agreement, to maintain on its payroll or to have access to through subconsultants, personnel in sufficient strength to meet the requirements of the City. Such personnel shall be of the

- classifications referenced in **Exhibit B**. The hourly rates specified in **Exhibit B** include all costs except those specifically referenced as reimbursables in the appropriate hourly rate schedule.
- (d) Prior to designating an outside professional to perform subconsultant work, the Consultant shall submit the name of such subconsultant, together with a resume of training and experience in work of like character and magnitude of the task being contemplated, to the City and receive prior approval in writing.
- (e) It is the intent of the parties hereto that all key professional personnel be engaged to perform their specialty for all such Services required by this Agreement and that the Consultant's and the subconsultant's key professional personnel be retained for the life of this Agreement to the extent practicable and to the extent that such Services maximize the quality of Work performed hereunder.
- (f) If the Consultant or a subconsultant decides to replace any of its key professional personnel, the Consultant shall notify the Executive Director in writing of the desired change. No such changes shall be made until replacement personnel are recommended by the Consultant and approved in writing by the Executive Director, which approval shall not be unreasonably withheld.
- If, during the term of this Agreement, the Executive Director determines that the performance of approved key personnel or a subconsultant is not acceptable, the Executive Director shall notify the Consultant and give the Consultant the time which the Executive Director considers reasonable to correct such performance. Thereafter, the Executive Director may require the Consultant to reassign or replace such key personnel. If the Executive Director notifies the Consultant that certain of its key personnel or a subconsultant should be replaced, Consultant will use its best efforts to propose replacements for such key personnel or a subconsultant within ten (10) days from the date of the Executive Director's notice.
- (h) Neither the Consultant nor any subconsultant shall have other interests which conflict with the interests of the City, and the Consultant shall make written inquiry of all subconsultants and subcontractors concerning the existence of a potential for such conflict. In unusual circumstances, and with full disclosure to the City of such conflict of interest, the City, in its sole discretion, may grant a written waiver for a particular subconsultant.
- (i) Actions taken by the City under this <u>Section 2.05</u> shall not relieve the Consultant of its responsibility for contractual or professional deficiencies, errors or omissions.
- (j) The Consultant shall submit to the Executive Director a list of any additional key professional personnel who will perform Work under this Agreement within thirty (30) days after this Agreement has been executed, together with complete resumes and other information describing their ability to perform the tasks which may be assigned. Such additional personnel must be recommended by the Consultant and approved by the Executive Director before they are assigned to a specific task.
- (k) The Executive Director shall respond to the Consultant's written notice regarding replacement of key professional personnel within fifteen (15) days after the Executive Director receives the list of changes. If the Executive Director or his designated representative does not respond within that time, the changes shall be deemed to be

approved.

## 2.06 Basic Services.

- (a) The Consultant shall, under the general direction of and at the written request of the Program Manager, furnish experienced program management support Services as set forth in this Agreement. Subject to an express, agreed upon limitation of such duties set forth in any approved Task Order for the particular task assigned to the Consultant under this Agreement, the Consultant agrees to perform all of the Services and duties set forth in this Agreement in regard to each task to which it is assigned, and its proposal is approved.
- (b) When directed by the Program Manager to perform a particular task, the Consultant shall prepare a task specific proposal in accordance with the scope or description of Work for that task. A separate task specific proposal shall be prepared for each task for which the Consultant's Services are required and shall set forth, at a minimum all the following:
  - 1. The maximum fee for the Consultant's proposed Services.
  - 2. Itemized fee breakdown.
  - 3. The additional services budget, if any, for the task.
  - 4. Any reimbursable expenses approved pursuant to <u>Section 3.02</u>.
  - 5. A detailed description of the task and Scope of Work (the "Work").
  - 6. A list of deliverables for the task.
  - 7. An agreed upon schedule for deliverables and completion of the Work.
- (c) Upon approval by the Program Manager of a Task Order, the approval and appropriation of funding for such Task Order, and the issuance of a written Notice to Proceed ("NTP"), the Consultant shall proceed to perform required Work.
- (d) The assigned Work shall be performed in conformance with an approved Task Order.
- (e) The Consultant's basic Services for each task to which it is assigned may consist of any of the Services described in **Exhibit A** or similar professional Services related to Program and the Work described in this Agreement.
- (f) An NTP may pertain to all or portions of each Task Order. The Consultant shall obtain an NTP from the City before proceeding with any Task Order.
- (g) Nothing in this Agreement shall be construed as placing any obligation on City to proceed with any Work beyond Work authorized by an executed NTP. Further, nothing in this Agreement shall be construed as guaranteeing the Consultant any minimum amount of Work or number of tasks assigned under this Agreement.

## SECTION 3 – COMPENSATION, PAYMENT, AND FUNDING

The City shall compensate the Consultant for Services performed and expenses incurred under this Agreement and each Task Order as follows.

**3.01 Basic Services.** The City agrees to pay the Consultant, as compensation for any Services

rendered for a particular task, either the maximum fee, to be set forth in each approved Task Order, or an amount based on the Consultant's periodic invoices, whichever is less.

- **3.02 Reimbursable Expenses**. Unless expressly authorized by the City as part of any approved Task Order or specified in **Exhibit B**, the City will not compensate the Consultant for expenses such as postage, travel, mileage, telephone, reproduction and messenger service costs incurred in connection with Work performed under this Agreement. Such costs are, in all such instances, included in the hourly rates paid by the City.
- **3.03** Additional Services. The Consultant will be compensated for additional services the City pre-approves in writing in a Task Order, subject to the terms and conditions set forth herein and the additional services budget limits set forth in a Task Order.
- 3.04 **Invoices**. The Consultant shall invoice and be paid monthly for the Work performed on each assigned Task Order. Such invoices shall reflect the Consultant's actual hours, sub-consultant costs and reimbursable costs, and shall be based on the hourly rates or other rates for Services contained in Exhibit B. The rates contained in Exhibit B can be modified only by a written amendatory or other agreement executed in the same manner as this Agreement. Notwithstanding the foregoing, the City and the Consultant hereby agree to negotiate in good faith for a one-time adjustment to the rates to be effective as of the beginning of the third (3<sup>rd</sup>) year of the term (the "Adjusted Rates"). The Executive Director is authorized to approve the Adjusted Rates on behalf of the City without an amendatory agreement. Upon mutual acceptance of the Adjusted Rates, (i) the Executive Director and the Consultant shall execute a written confirmation of such acceptance, and (ii) the Adjusted Rates shall be substituted for the original Exhibit B attached hereto and all referenced to Exhibit B shall be deemed to refer to the Adjusted Rates. The Consultant shall maintain contemporaneous hourly records of the actual hours worked by its personnel and subconsultants, records of all allowable reimbursable expenses, and records of expendable supplies and services as necessary to support any audits by the City and shall bill the City monthly for fees and costs accrued during the preceding month. The Consultant's invoice shall be separated by Task Order. Upon submission of such invoices to the City Program Manager, and approval by the City, payment shall issue. Final payment to the Consultant, for each assigned Task Order, shall not be made until after all Task Order Work is performed and all deliverables are delivered. Payments will be made in accordance with the City's prompt payment ordinance.
- 3.05 Maximum Contract Amount; Funding. It is understood and agreed by the parties hereto that payment or reimbursement of all kinds to the Consultant, for all Work performed under this Agreement, shall not exceed a maximum of Fifteen Million and NO/100 Dollars (\$15,000,000.00). In no event shall the maximum payment to the Consultant, for all Work and Services performed throughout the entire term of this Agreement exceed the contract maximum amount set forth above.

# 3.06 Appropriation and Funding.

(a) The City's payment obligation, whether direct or contingent, extends only to funds appropriated annually by the Denver City Council, paid into the Treasury of the City, and encumbered for the purpose of the Agreement. The City does not by the Agreement irrevocably pledge present cash reserves for payment or performance in future fiscal years, and the Agreement does not and is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of the City.

- (b) As of the date of this Agreement, no funds have been appropriated for this Agreement. Instead, it is the City's intent to appropriate the funds necessary to compensate the Consultant for the Work it performs on any assigned task, at the time it executes each Task Order. The applicable Manager or his designee, upon reasonable written request, will advise the Consultant in writing of the total amount of appropriated and encumbered funds which are or remain available for payment for all Work by the Consultant on an assigned Task Order.
- (c) The issuance of any form of order or directive by the City which would cause the aggregate amount payable to the Consultant for a specific Task Order to exceed the amount appropriated for that Task Order is prohibited. In no event shall the issuance of any change order or other form of order or directive by the City be considered valid or binding if it requires additional compensable Work to be performed, which Work will cause the aggregate amount payable for such Work to exceed the amount appropriated and encumbered, unless and until such time as the Consultant has been advised in writing by the Manager that a lawful appropriation sufficient to cover the entire cost of such additional Work, has been made. It shall be the responsibility of the Consultant to verify that the amounts already appropriated for the Consultant's Work on a task are sufficient to cover the entire cost of such Work, and any work undertaken or performed in excess of the amount appropriated is undertaken or performed in violation of the terms of this Agreement, without the proper authorization for such Work, and at the Consultant's own risk and sole expense.

## **SECTION 4 – TERM AND TERMINATION**

**4.01 Term.** The term of this Agreement shall commence on the Effective Date, and shall expire on the fifth (5th) anniversary of the Effective Date, unless sooner terminated or extended by written amendment. The Consultant shall complete any Work authorized by Task Order before the expiration of this Agreement and the term will extend until the Work is completed or earlier terminated by the Executive Director.

### 4.02 Termination.

- (a) Nothing herein shall be construed as giving the Consultant the right to perform the Services contemplated under this Agreement beyond the time when its Services become unsatisfactory to the Executive Director.
- (b) The Executive Director may terminate this Agreement for cause at any time if the Consultant's Services become unsatisfactory. As a condition precedent to termination for cause, the City shall provide the Consultant with a reasonable opportunity to remedy the cause of a contemplated termination for cause in a manner and within in period of time determined by the City in its sole discretion as specified in a written notification to the Consultant.
- (c) In the event of a termination for cause, or in the event the Consultant becomes unable to serve under this Agreement, the City may take over Work to be done under this Agreement and prosecute the Work to the completion by contract or otherwise, and the Consultant shall be liable to City for all reasonable cost in excess of what the City would have paid the Consultant had there been no termination for cause.
- (d) The City may, for convenience, cancel and terminate this Agreement by giving not

- less than thirty (30) days' prior written notice to the Consultant, which notice shall state the date of cancellation and termination.
- (e) If the Consultant's Services are terminated, postponed or revised ("revised" or "revision" as used herein meaning no additional Work to be performed for such task(s) or portions thereof), or if the Consultant shall be discharged before all the Work and Services contemplated have been completed, or if the project is, for any reason, stopped or discontinued, the Consultant shall be paid only for the portion of Work or Services which has been satisfactorily completed at the time of such dismissal, termination, cancellation, postponement, revision or stoppage.
- (f) All documents relating to the administration of Work completed or partially completed shall be delivered by the Consultant to the City in the event of any dismissal, termination, cancellation, postponement, revision or stoppage. Any reuse of documents that the Consultant has not had the opportunity to finalize and seal will be at the City's sole risk, without liability to the Consultant.
- (g) In the event of any dismissal, termination, cancellation, postponement, revision or stoppage, the Consultant shall cooperate in all respects with the City. Such cooperation shall include, but not be limited and other documents referred to herein and assisting the City during a transition to another Consultant, if applicable.

## **SECTION 5 - GENERAL PROVISIONS**

## 5.01 City's Responsibilities.

- (a) The City shall provide information regarding its requirements for each assigned task. However, the City does not guarantee the accuracy or completeness of any such information and assumes no liability therefore. The Consultant shall notify the City in writing of any information or requirements provided by the City which the Consultant knows to be inaccurate.
- (b) If the City observes or otherwise becomes aware of any unsatisfactory or nonconforming Services, it will notify the Consultant. Consultant will diligently correct deficiencies and resubmit impacted deliverables.
- 5.02 Compliance With Federal Requirements. Consultant understands that the City intends to seek reimbursement of amounts paid Consultant from federal funding sources, which may include, without limitation, funds that may be provided by a grant from the Federal Railroad Administration ("FRA") and/or another agency of the United States Department of Transportation ("DOT") (collectively, the "Federal Funding Sources"). Consultant understands and agrees that the Program and all Services to be provided by the Consultant will be subject to, and must remain in full compliance with, the terms of any Federal Funding Source and all applicable laws, rules, regulations, terms, and requirements of the DOT, FRA, or any other Federal Funding Sources. Consultant shall, to the maximum extent feasible, provide all Services so that they are eligible for reimbursement from the Federal Funding Sources and in full compliance with all applicable federal requirements. If a task which is assigned to the Consultant under this Agreement is funded in whole or part by any Federal Funding Source, each of the applicable terms set forth in any Federal Funding Source or other grant or funding arrangement for such funds shall be, and by this reference are

incorporated into the Task Order for such task and included in the Consultant's basic Services responsibilities for such task. The Executive Director (and, by delegation, the Program Manager) is hereby expressly authorized to incorporate such terms, conditions, and requirements into any Task Orders issued hereunder, or to execute an amendment to this Agreement to incorporate such terms and requirements. All FRA, DOT, or other Federal Funding Source mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Consultant shall not perform any act, fail to perform any act, or refuse to comply with any City requests which would cause the City to be in violation of any applicable FRA, DOT, or other Federal Funding Source terms and conditions. The incorporation of FRA, DOT, and other Federal Funding Source terms may have unlimited flow down to any third party contract as applicable.

# 5.03 Ownership of Documents.

- (a) The City shall have title and all intellectual and other property rights, in and to all documents, and all data used in the development of the same, whether in electronic or hard copy format, created by the Consultant pursuant to this Agreement, in preliminary and final forms and on any media whatsoever (collectively, the "Documents"), whether the project for which the Documents were created is executed or not. The Consultant shall identify and disclose, as requested, all such Documents to the City.
- (b) To the extent permitted by the U.S. Copyright Act, 17 USC § 101 et seq., as the same may be amended from time to time, the Documents are a "work made for hire," and all ownership of copyright in the Documents shall vest in the City at the time the Documents are created. To the extent that the Documents are not a "work made for hire," the Consultant hereby assigns and transfers all right, title and interest in and to the Documents to the City, as of the time of the creation of the Documents, including the right to secure copyright, patent, trademark, and other intellectual property rights throughout the world and to have and to hold such copyright, patent, trademark, and other intellectual property rights in perpetuity.
- (c) The Consultant shall provide (and cause its employees and subcontractors to provide) all assistance reasonably requested in securing for the City's benefit any patent, copyright, trademark, service mark, license, right or other evidence of ownership of such Documents, and shall provide full information regarding the Documents and execute all appropriate documentation in applying for or otherwise registering, in the City's name, all rights to such Documents.
- (d) The Consultant agrees to allow the City to review any of the procedures used in performing the Work and Services hereunder, and to make available for inspection the field notes and other documents used in the preparation for and performance of any of the Services performed hereunder.
- (e) The Consultant shall be permitted to retain reproducible copies of all the Documents for their information and reference, and the originals of all of the Documents shall be delivered to the City promptly upon completion thereof, or if authorized by the City Manager, upon termination or expiration of this Agreement.
  - (f) City acknowledges and agrees that in the performance of the Work, Consultant may utilize its proprietary data, concepts, methods, techniques, processes, protocols, ideas,

inventions, know-how, trade secrets, algorithm, software, works of authorship, software and hardware architecture, databases, tools, other background technologies and standards of judgment that Consultant developed itself or licensed from third parties prior to the Effective Date (the "Pre-Existing Technology"). Subject to the terms and conditions of this Agreement, Consultant hereby grants to City a nonexclusive, non-transferable, royalty-free license to utilize the Pre-Existing Technology for the purpose of the City's Program. City shall not, and shall not allow any third party to: (i) modify or otherwise create derivative works of the Pre-Existing Technology; (ii) use the Pre-Existing Technology for any other purpose, other than the City Program; (iii) make, have made, use, reproduce, license, display, perform, distribute, sell, offer for sale, service, support, or import any product that incorporates, embodies and/or is based upon the Pre-Existing Technology; (iv) sublicense, distribute or otherwise transfer to a third party any of the Pre-Existing Technology by itself or as incorporated into software or hardware; or (v) reverse engineer, disassemble, decompile or attempt to derive the source code or underlying ideas or algorithms of the Pre-Existing Technology. Any additional use of the Pre-Existing Technology shall require a separate written license agreement.

- **5.04 Disadvantaged Business Enterprises.** This Agreement is subject to 49 C.F.R. Part 26. Therefore, Consultant must satisfy the requirements for Disadvantaged Business Enterprise ("DBE") participation as set forth in **Exhibit D** attached hereto. These requirements are in addition to all other equal opportunity employment requirements set forth in this Agreement.
- **5.05 Taxes and Licenses.** The Consultant shall promptly pay, when they are due, all taxes, excises, license fees and permit fees of whatever nature applicable to the Work and Services which it performs under this Agreement, and shall take out and keep current all required municipal, county, state or federal licenses required to perform its Services under this Agreement. The Consultant shall furnish the Executive Director, upon request, duplicate receipts or other satisfactory evidence showing or certifying to the proper payment of all required licenses and/or registrations and taxes. The Consultant shall promptly pay all owed bills, debts and obligations it incurs performing Work under this Agreement and shall not allow any lien, verified claim, mortgage, judgment or execution to be filed against land, facilities or improvements owned or beneficially owned by the City as a result of such bills, debts or obligations.
- **5.06 Examination Of Records**. Any authorized agent of the City, including the City Auditor or his or her representative, has the right to access, and the right to examine, copy and retain copies, at City's election in paper or electronic form, any pertinent books, documents, papers and records related to Consultant's performance pursuant to this Agreement, provision of any goods or services to the City, and any other transactions related to this Agreement. Consultant shall cooperate with City representatives and City representatives shall be granted access to the forgoing documents and information during reasonable business hours and until the latter of three (3) years after the final payment under the Agreement or expiration of the applicable statute of limitations. When conducting an audit of this Agreement, the City Auditor shall be subject to government auditing standards issued by the United States Government Accountability Office by the Comptroller General of the United States, including with respect to disclosure of information acquired during the course of an audit. No examination of records and audits pursuant to this paragraph shall require Consultant to make disclosures in violation of state or federal privacy laws. Consultant shall at all times comply with Denver Revised Municipal Code 20-276.

- **5.07 Assignment**. The Consultant shall not voluntarily or involuntarily assign any of its rights or obligations, or subcontract performance obligations, under this Agreement without obtaining the Executive Director's prior written consent. Any assignment without such consent will be ineffective and void and will be cause for termination of this Agreement by the City. The Executive Director has sole and absolute discretion whether to consent to any assignment or to terminate the Agreement because of unauthorized assignment. In the event of any unauthorized assignment: (i) the Consultant shall remain responsible to the City; and (ii) no contractual relationship shall be created between the City and any assign.
- **5.08 No Discrimination in Employment**. In connection with the performance of Work under this Agreement, the Consultant may not refuse to hire, discharge, promote or demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, protective hairstyle, sexual orientation, gender identity or gender expression, marital status, or physical or mental disability. The Consultant shall insert the foregoing provision in all subcontracts.

## 5.09 Insurance.

- General Conditions. Consultant agrees to secure, at or before the time of execution (a) of this Agreement, the following insurance covering all operations, goods or services provided pursuant to this Agreement. Consultant shall keep the required insurance coverage in force at all times during the term of the Agreement, or any extension thereof, during any warranty period, and for three (3) years after termination of the Agreement. The required insurance shall be underwritten by an insurer licensed or authorized to do business in Colorado and rated by A.M. Best Company as "A-VIII" or better. Each policy shall contain a valid provision or endorsement requiring notification to the City in the event any of the above-described policies be canceled or non-renewed before the expiration date thereof. Such written notice shall be sent to the parties identified in the Notices section of this Agreement. Such notice shall reference the City contract number listed on the signature page of this Agreement. Said notice shall be sent thirty (30) days prior to such cancellation or non-renewal unless due to non-payment of premiums for which notice shall be sent ten (10) days prior. If such written notice is unavailable from the insurer, Consultant shall provide written notice of cancellation, non-renewal and any reduction in coverage to the parties identified in the Notices section by certified mail, return receipt requested within three (3) business days of such notice by its insurer(s) and referencing the City's contract number. If any policy is in excess of a deductible or self-insured retention, the City must be notified by the Consultant. Consultant shall be responsible for the payment of any deductible or self-insured retention. The insurance coverages specified in this Agreement are the minimum requirements, and these requirements do not lessen or limit the liability of the Consultant. The Consultant shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Agreement.
- (b) <u>Proof of Insurance</u>. Consultant shall provide a copy of this Agreement to its insurance agent and/or legal counsel for review to verify coverage is in place to satisfy the requirements set forth in this Agreement. Consultant may not commence Services or Work relating to this Agreement prior to placement of coverages required

under this Agreement. Consultant certifies that the certificate of insurance attached as **Exhibit E**, preferably an ACORD certificate, complies with all insurance requirements of this Agreement. The City requests that the City's contract number be referenced on the Certificate. The City's acceptance of a certificate of insurance or other proof of insurance that does not comply with all insurance requirements set forth in this Agreement shall not act as a waiver of Consultant's breach of this Agreement or of any of the City's rights or remedies under this Agreement. The City's Risk Management Office may require additional proof of insurance, including but not limited to policies and endorsements.

- (c) <u>Additional Insureds</u>. For Commercial General Liability, Auto Liability and Excess Liability/Umbrella (if required) Consultant and subcontractor's insurer(s) shall include the City and County of Denver, its elected and appointed officials, employees and volunteers as additional insured.
- (d) <u>Waiver of Subrogation</u>. For all coverages, with the exception of Professional Liability, Consultant's insurer shall waive subrogation rights against the City.
- (e) <u>Subcontractors and Subconsultants</u>. All subcontractors and subconsultants (including independent contractors, suppliers or other entities providing goods or services required by this Agreement) shall be subject to all of the requirements herein and shall procure and maintain the same coverages required of the Consultant. Consultant shall include all such subcontractors as additional insured under its policies (with the exception of Workers' Compensation) or shall ensure that all such subcontractors and subconsultants maintain the required coverages. Consultant agrees to provide proof of insurance for all such subcontractors and subconsultants upon request by the City.
- (f) Workers' Compensation/Employer's Liability Insurance. Consultant shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims. Consultant expressly represents to the City, as a material representation upon which the City is relying in entering into this Agreement, that none of the Consultant's officers or employees who may be eligible under any statute or law to reject Workers' Compensation Insurance shall effect such rejection during any part of the term of this Agreement, and that any such rejections previously effected, have been revoked as of the date Consultant executes this Agreement.
- (g) <u>Commercial General Liability</u>. Consultant shall maintain a Commercial General Liability insurance policy with limits of \$1,000,000 for each occurrence, \$1,000,000 for each personal and advertising injury claim, \$2,000,000 products and completed operations aggregate, and \$2,000,000 policy aggregate.
- (h) <u>Business Automobile Liability</u>. Consultant shall maintain Business Automobile Liability with limits of \$1,000,000 combined single limit applicable to all owned, hired and non-owned vehicles used in performing Services under this Agreement.
- (i) <u>Professional Liability (Errors & Omissions)</u>. Consultant shall maintain limits of \$1,000,000 per claim and \$1,000,000 policy aggregate limit. The policy shall be kept in force for the term of the contract and for three (3) years thereafter or a tail policy shall be placed.

#### 5.10 **Defense and Indemnification.**

- (a) To the fullest extent permitted by law, Consultant agrees to defend, indemnify, reimburse and hold harmless City, its appointed and elected officials, agents and employees for, from and against all liabilities, claims, judgments, suits or demands for damages to persons or property arising out of, resulting from, or related to the Work performed under this Agreement that are attributable to the negligence or fault of the Consultant or the Consultant's agents, representatives, subcontractors, or suppliers ("Claims"). This indemnity shall be interpreted in the broadest possible manner consistent with the applicable law to indemnify the City.
- (b) Consultant's obligation to defend and indemnify may be determined after Consultant's liability or fault has been determined by adjudication, alternative dispute resolution, or otherwise resolved by mutual agreement between the parties. Consultant's duty to defend and indemnify City shall relate back to the time written notice of the Claim is first provided to City regardless of whether suit has been filed and even if Consultant is not named as a Defendant.
- Consultant will defend any and all Claims which may be brought or threatened against (c) City and will pay on behalf of City any expenses incurred by reason of such Claims including, but not limited to, court costs and attorney fees incurred in defending and investigating such Claims or seeking to enforce this indemnity obligation. Such payments on behalf of City shall be in addition to any other legal remedies available to City and shall not be considered City's exclusive remedy.
- Insurance coverage requirements specified in this Agreement shall in no way lessen (d) or limit the liability of the Consultant under the terms of this indemnification obligation. The Consultant shall obtain, at its own expense, any additional insurance that it deems necessary for the City's protection.
- This defense and indemnification obligation shall survive the expiration or termination (e) of this Agreement.
- Colorado Governmental Immunity Act. The parties hereto understand and agree that the 5.11 City is relying upon, and has not waived, the monetary limitations and all other rights, immunities and protection provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seg.
- Contract Documents; Order of Precedence. This Agreement consists of Sections 1 through 5, which precede the signature page, and the following attachments, which are incorporated herein and made a part hereof by reference:

Attachment 1 **Program Site** Exhibit A

Consultant's Scope of Work

Exhibit B Consultant's Rates

Exhibit C Consultant's Key Personnel

Exhibit D Disadvantaged Business Enterprise Requirements

**ACORD Insurance Certificate** Exhibit E

In the event of an irreconcilable conflict between a provision of Sections 1 through 5 and the listed

attachments, or between provisions of any attachments, such that it is impossible to give effect to both, the order of precedence to determine which provision shall control to resolve such conflict, is as follows, in descending order:

Sections 1 through 5 Attachment 1 Exhibits A through E

- **5.11 When Rights and Remedies Not Waived.** In no event shall any payment by the City constitute a waiver of any breach of covenant or default which may then exist on the part of the Consultant. No assent, expressed or implied, to any breach of the Agreement shall be held to be a waiver of any later or other breach.
- **5.12 Governing Law; Venue.** The Agreement will be construed and enforced in accordance with applicable federal law, the laws of the State of Colorado, and the Charter, Revised Municipal Code, ordinances, regulations and Executive Orders of the City and County of Denver, which are expressly incorporated into the Agreement. Unless otherwise specified, any reference to statutes, laws, regulations, charter or code provisions, ordinances, executive orders, or related memoranda, includes amendments or supplements to same. Venue for any legal action relating to the Agreement will be in the District Court of the State of Colorado, Second Judicial District (Denver District Court).

## **5.13** Conflict of Interest.

- (a) No employee of the City shall have any personal or beneficial interest in the Services or property described in the Agreement. The Consultant shall not hire, or contract for services with, any employee or officer of the City that would be in violation of the City's Code of Ethics, DRMC §2-51, et seq. or the Charter §§ 1.2.8, 1.2.9, and 1.2.12.
- (b) The Consultant agrees that it will not engage in any transaction, activity or conduct that would result in a conflict of interest under this Agreement. The Consultant represents that it has disclosed all current or potential conflicts of interest. A conflict of interest shall include transactions, activities or conduct that would affect the judgment, actions or work of the Consultant or subconsultant(s) by placing the Consultant's own interests, or the interests of any party with whom the Consultant has a contractual arrangement, in conflict with those of the City. The City, in its sole discretion, shall determine the existence of a conflict of interest and may terminate this Agreement in the event such a conflict exists after it has given the Consultant written notice which describes the conflict. The Consultant shall have thirty (30) days after the notice is received to eliminate or cure the conflict of interest in a manner that is acceptable to the City.
- (c) Consultants shall not use City resources for non-City business purposes. City resources include computers, computer access, telephones, email accounts, copiers, printers, office space and other City facilities and equipment.
- (d) As a result of the services Consultant will provide, Consultant will have access to non-public information regarding contemplated or actual City projects. Access to non-public information may result in Consultant having an actual and/or perceived

- unfair advantage in procurements to select firms to provide design or construction management services. In addition, serving in a program or project management role and a design or construction management role on the same project may result in an organizational conflict of interest. The City reserves the right to determine that a conflict exists.
- (e) Under no circumstances shall the Consultant in its role providing program management Services, oversee or approve its own Work or the Work of its subconsultants or subcontractors under an agreement to provide owner's representative Services.
- **5.14 No Third-Party Beneficiaries**. Enforcement of the terms of the Agreement and all rights of action relating to enforcement are strictly reserved to the parties. Nothing contained in the Agreement gives or allows any claim or right of action to any third person or entity. Any person or entity other than the City or the Consultant receiving services or benefits pursuant to the Agreement is an incidental beneficiary only.
- **5.15 Time is of the Essence**. The parties agree that in the performance of the terms, conditions and requirements of this Agreement by the Consultant, time is of the essence.
- **5.16 Taxes, Charges and Penalties.** The City is not liable for the payment of taxes, late charges or penalties of any nature, except for any additional amounts that the City may be required to pay under the City's prompt payment ordinance DRMC § 20-107, et seq. The Consultant shall promptly pay when due, all taxes, bills, debts and obligations it incurs performing the Services under the Agreement and shall not allow any lien, mortgage, judgment or execution to be filed against City property.

# 5.17 Proprietary or Confidential Information.

- (a) Consultant acknowledges and accepts that, in performance of all Work under the terms of this Agreement, Consultant will have access to Proprietary Data or confidential information that may be owned or controlled by the City, and that the disclosure of such Proprietary Data or information would be damaging to the City or third parties. Consultant agrees that all Proprietary Data, confidential information or other non-public data or information provided or otherwise disclosed by the City to Consultant shall be held in confidence and used only in the performance of its obligations under this Agreement. Consultant shall exercise the same standard of care to protect such Proprietary Data and information as a reasonably prudent consultant would to protect its own proprietary or confidential data.
- (b) Consultant acknowledges that as a result of the Services it provides pursuant to this Agreement it will have access to non-public information that, if disclosed, would give proposers and bidders an unfair competitive advantage in selection processes used to award contracts. Consultant will not disclose non-public information without the City's written permission. Consultant agrees to abide by written direction from the City concerning communications and interactions with contractors and consultants. Consultant is responsible for monitoring subconsultant and subcontractor compliance with these requirements.
- **5.18** Use, Possession or Sale of Alcohol or Drugs. The Consultant shall cooperate and comply with the provisions of Executive Order 94 and Attachment A thereto concerning the use, possession

or sale of alcohol or drugs. Violation of these provisions or refusal to cooperate with implementation of the policy can result in the City's barring the Consultant from City facilities or participating in City operations.

- **5.19 Compliance with all Laws.** All Services provided pursuant to this Agreement shall be performed in full compliance with all applicable laws, rules, regulations and codes of the United States, the State of Colorado; and the Charter, ordinances, rules, regulations and Executive Orders of the City and County of Denver and any grant providing funding for this Agreement.
- **5.20 Debarment and Suspension (Executive Orders 12549 and 12689).** Consultant confirms neither they, nor their subcontractors or subconsultants, are parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- **5.21 Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).** Consultant certifies that it has not and will not use federal funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Consultant and their subcontractors/subconsultants must disclose to the City any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
- **5.22 Disputes.** All disputes between the City and Consultant arising out of or regarding the Agreement will be resolved by administrative hearing pursuant to the procedure established by DRMC § 56-106(b)-(f). For the purposes of that administrative procedure, the City official rendering a final determination shall be the Executive Director as defined in this Agreement.
- **5.23 Survival of Certain Contract Provisions.** The terms of the Agreement and any exhibits and attachments that by reasonable implication contemplate continued performance, rights, or compliance beyond expiration or termination of the Agreement survive the Agreement and will continue to be enforceable. Without limiting the generality of this provision, the Consultant's obligations to provide insurance and to indemnify the City will survive for a period equal to any and all relevant statutes of limitation, plus the time necessary to fully resolve any claims, matters, or actions begun within that period.
- **5.24** Advertising and Public Disclosure. The Consultant shall not include any reference to the Agreement or to Services performed pursuant to the Agreement in any of the Consultant's advertising or public relations materials without first obtaining the written approval of the Executive Director. Any oral presentation or written materials related to Services performed under the Agreement will be limited to Services that have been accepted by the City. The Consultant shall notify the Executive Director in advance of the date and time of any presentation. Nothing in this provision precludes the transmittal of any information to City officials.
- **5.25 Legal Authority.** Consultant represents and warrants that it possesses the legal authority, pursuant to any proper, appropriate and official motion, resolution or action passed or taken, to enter into the Agreement. Each person signing and executing the Agreement on behalf of Consultant

represents and warrants that he has been fully authorized by Consultant to execute the Agreement on behalf of Consultant and to validly and legally bind Consultant to all the terms, performances and provisions of the Agreement. The City shall have the right, in its sole discretion, to either temporarily suspend or permanently terminate the Agreement if there is a dispute as to the legal authority of either Consultant or the person signing the Agreement to enter into the Agreement.

**5.26 Notices.** All notices required by the terms of the Agreement must be hand delivered, sent by overnight courier service, mailed by certified mail, return receipt requested, or mailed via United States mail, postage prepaid, to the following addresses:

to the City: Department of Transportation and Infrastructure

Attention: Executive Director

201 West Colfax Avenue, Dept. 608

Denver, Colorado 80202

with a copy to: City Attorney's Office

Attention: Director of Municipal Operations

201 West Colfax Avenue, Dept. 1207

Denver, Colorado 80202

to the Consultant: HDR Engineering, Inc.

1670 Broadway, Suite 3400 Denver, Colorado 80202

Notices hand delivered or sent by overnight courier are effective upon delivery. Notices sent by certified mail are effective upon receipt. Notices sent by mail are effective upon deposit with the U.S. Postal Service. The parties may designate substitute addresses where or persons to whom notices are to be mailed or delivered. However, these substitutions will not become effective until actual receipt of written notification.

- **5.27 Severability.** Except for the provisions of the Agreement requiring appropriation of funds and limiting the total amount payable by the City, if a court of competent jurisdiction finds any provision of the Agreement or any portion of it to be invalid, illegal, or unenforceable, the validity of the remaining portions or provisions will not be affected, if the intent of the parties can be fulfilled.
- **5.28** Agreement as Complete Integration-Amendments. The Agreement is the complete integration of all understandings between the parties as to the subject matter of the Agreement. No prior, contemporaneous or subsequent addition, deletion, or other modification has any force or effect, unless embodied in the Agreement in writing. No oral representation by any officer or employee of the City at variance with the terms of the Agreement or any written amendment to the Agreement will have any force or effect or bind the City.
- **5.29 No Construction Against Drafting Party**. The parties and their respective counsel have had the opportunity to review the Agreement, and the Agreement will not be construed against any party merely because any provisions of the Agreement were prepared by a particular party.
- **5.30** City Execution of Agreement. The Agreement will not be effective or binding on the City

until it has been fully executed by all required signatories of the City and County of Denver, and if required by Charter, approved by the City Council.

**5.31 Electronic Signatures and Electronic Records**. Consultant and City consent to the use of electronic signatures. The Agreement, and any other documents requiring a signature under the Agreement, may be signed electronically by the City and Consultant in the manner specified by the City. The parties agree not to deny the legal effect or enforceability of the Agreement solely because it is in electronic form or because an electronic record was used in its formation. The parties agree not to object to the admissibility of the Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original. As used herein, the term "Effective Date" shall mean the date on the City's signature page of this Agreement.

## REMAINDER OF PAGE LEFT INTENTIONALLY BLANK

**Contract Control Number:** 

Contractor Name:	HDR ENGINEERING, INC.					
IN WITNESS WHEREOF, the part Denver, Colorado as of:	ties have set their hands and affixed their seals at					
SEAL	CITY AND COUNTY OF DENVER:					
ATTEST:	Ву:					
APPROVED AS TO FORM:	REGISTERED AND COUNTERSIGNED:					
Attorney for the City and County of I	Denver					
By:	By:					
	Ву:					

DOTI-202477138-00

# Contract Control Number: Contractor Name:

# DOTI-202477138-00 HDR ENGINEERING, INC.

By:	DocuSigned by: Solution Mark  A7F68EF26D5B48D
Name	R Bradley Martin :
	(please print)
Title:	SVP
-	SVP (please print)
ATTE	ST: [if required]
By:	
Name	:
	(predict printy)
Title	
11110.	(please print)

# **EXHIBIT A**

# CONSULTANT'S SCOPE OF WORK

#### SCOPE OF WORK

The successful team will be able to dynamically adapt and respond to a complex set of relationships among agencies and funding partners. This will be achieved through the issuance of Task Orders that will anticipate and accomplish as much as possible at a single time, as explained below.

The idealized delivery of this project would have complete funding in advance, with a single "lead" agency and an idealized process from conceptual design and land planning; to preliminary engineering and land entitlements, to final design, and construction.

The realities of this project are that funding will be uneven, arriving through grants and annual budgets in ways that may feel incomplete, constrained, and overly focused. The ownership and regulatory responsibilities of partner agencies, while having common aspirational goals, will often have differing perspectives on what is important and when things can or should be accomplished. Optimal outcomes will require all agencies to move beyond the lowest-common-denominator of doing nothing or holding to least-cost for only 'my' agency. Optimal outcomes will consider benefits and costs and acknowledge that many social benefits or social goods can only be achieved through the expenditure of scarce and real dollars, and/or precise and carefully crafted 'value capture' propositions.

The Burnham Yard area contains or is bounded by interstate highways and federally designated highways managed by FHWA and CDOT, with freight and proposed inter-city passenger rail managed by FRA and private freight railroads, adjacent to other metropolitan bus and light rail systems managed by FTA and RTD. These are all interwoven with local roads, utilities, parks, historic buildings and sites, and other pieces of community infrastructure funded at the local, district, or regional level.

# **EXHIBIT B**

# **CONSULTANT'S RATES**

# **HDR**

Anna of Francisco	Decition		Desfessional Committee	Quiliferation.
Area of Expertise Administrative Support	Position Hourly Rate Administrative Support Assistant I		Professional Experience 0-2 Years	Qualifications General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Support Assistant II	100.88	2-3 Years 3 3-4 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school Same as above, with more experience, and less oversight. Able to lead one or more major program
Analytics Development		135.2	2 4+ Years or more 2 2 years	Principal assistant for administrative matters to a departmental head, agency director, or another Requires a bachelor's degree in computer science or a related field, proficiency in database management
DEVELOUISEIT	Data Architect II	0	2-5 Years	Typically requires a bachelor's degree in computer science or a related field, along with 2-5 years of
	Data Architect III Data Architect IV	0	0 5-10 Years 0 10 Years or more	Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of Typically requires a master's degree in computer science or a related field, along with 10+ years of
	Data Analyst I Data Analyst II	0	2 Years 2-5 Years	Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field, Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of
	Data Analyst III Data Analyst IV		0 5-10 Years 0 10 Years or more	Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of
Auditing	Internal Auditor Job Captain		3 Years or more	Is responsible for auditine accountine, financial, and statistical reports and data within the company to Provides coordination of draftine required to for bidding purposes and construction. May be called to work
	Laboratory Technician I Laboratory Technician II		1-2 Years 2-3 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defined  Performs routine scientific tasks under close supervision or from detailed and controlled laboratory
	Laboratory Technician III Laboratory Technician IV	0	3 -5 Years 3 -5 Years 3 -5 Years	Performs toutile scientific tasks under close supervision or form detailed and officioned radoratory  Performs standardized or prescribed assignments involving a sequence of related operations. Conducts  Performs wide variety of non-routine assignments of differing complexities under general supervisory
	Laboratory Technician V	0	0 8-10 Years	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and
Architectural Design	Supervising Laboratory Technician/Laboratory Architect I	0	0 10 Years or more 0 0-1 Years	Supervises employees eneaged in technical laboratory services. Conducts technically complex laboratory Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree
	Architect II Architect III	0	1-2 Years 2-4 Years	Developmental level performs routine architectural assienments under direct supervision. Works from Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria
	Architect IV Architect V	0	0 4-8 Years 0 8-12 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent Applies sound and diverse knowledge of architectural principles and practices in broad array of
	Architect VI Architect VII	0	12-16 Years 1 16-20 Years	Responsible for interpreting, organizing, executing, and coordinating assignments. Plans and develops Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
Commissioning	Architect VIII Commissioning Agent I	0	20 Years or more 1 1-2 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level
	Commissioning Agent II Commissioning Agent III	0	2-4 Years 0 4-6 Years	Mid-level commissioning agent. Performs non-routine assignment of sold that variety and complexity.  Senior level commissioning agent. Performs non-routine assignments of substantial variety and complexity.  Senior level commissioning agent. Independently performs non-routine and complex commissioning work
	Commissioning Supervisor	0	6-10 Years	Commissioning supervisor. Monitors. reviews. and coordinates all commissioning activities for an assigned
Construction	Commissioning Manager Chief Construction Representative	0	10 Years or more	Commissioning manager. Accountable for delivery of commissioning services across multiple projects. May Plans and coordinates all field-inspection activities and reviews the work of Inspectors to ensure
	Construction Coordinator Construction Manager	0	0 1-4 Years 0 6-10 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical Responsible, through subordinate Resident Construction Managers, for overall management direction of
	Construction Representative Field Engineer	0	2-5 Years 0-2 Years	Ensures. through testing and observation. that the project construction complies with plans and Position monitors the activities of contractors on the construction site within a discipline or multiple
	Field Superintendent Materials Manager		2-5 Years 5 Years or more	Responsible for the day-to-day construction activities of contractors on-site with reeard to scheduline Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate
	Materials Tester Resident Construction Manager I	0		Under general supervision, performs specialized materials testing assignments, including collecting and Responsible for all field-construction activities on small to medium-size projects. Accountability includes
	Resident Construction Manager II Resident Engineer	0	3 Years or more 5 Years or more	Responsible for all field-construction activities on a large-scale project. May have own project work force, Position is responsible for multiple construction projects or a single project of a large scale requiring
	Senior Construction Manager	0	10 Years or more	Oversees the managerial direction of many projects where technical complexity is at the highest and
Contract Management	Senior Construction Representative Contract Administrator I	0	0 5-10 Years 0 2 Years	This level has significant inspection experience with capability of handling large projects of moderate Manages basic contracts, overseeing compliance and documentation. Tvoically handles routine
	Contract Administrator II Contract Manager I	0	0 2-5 Years 0 5-10 Years	Coordinates and manages moderately complex contracts and changes, conducting negotiations and Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid
Cost Management	Contract Manager II Cost Engineer		10 Years or more 1-2 Years	Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically
	Cost Manager I Cost Manager II	0	2-6 Years 0 6-10 years	Manages cost estimation and control processes for projects of moderate complexity. Coordinates with Oversees cost management for complex projects, conducting detailed cost analysis, forecasting, and risk
Digital Information	Cost Manager III Digital Information System Coordinator	0	0 10 years or more	Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk  Coordinates the implementation and maintenance of dieital information systems, ensuring effective use
Document Management	Digital Information System Manager  Document Controller I	0	O 6 Years or more O 2 Years	Coordinates the immediate and maintenance of direct information systems, ensuring effective use Oversees the strategic loannine, implementation, and management of digital information systems within Responsible for organizing and managing project documentation, ensuring accuracy, version control, and
Document Management	Document Controller II	0	2-5 Years	Manages the document control process for multiple projects, overseeing document workflows,
	Document Manager I Document Manager II	0	0 5-10 Years 0 10-20 Years or more	Oversees the document management process, ensuring compliance with regulations and organizational Directs strategic document management initiatives, implementing systems for efficient document creation, the development and implementation of project particle systems including activities in the complex control of the contr
	Project Controls Engineer I Project Controls Engineer II	0	2 years 2-5 years	Assists in the development and implementation of project control systems, including cost estimating,  Manages project control activities for moderate to complex projects, developing and implementing cost.
Engineering	Proiect Controls Manager I Engineer I	0	5-10 Years O (with education)	Oversees the project controls function. leading the development and implementation of project control Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent (to
	Engineer II	124.8	3 1-4 Years 3 4-7 Years	Continuing developmental level. performs standard engineering work requiring application of standard Independently evaluates, selects, and applies standard engineering techniques and procedures while using
	Engineer IV 1	194.48	3 7-10 Years 1 10-13 Years	Fully competent engineer in all conventional aspects of subject matter or functional area of assignments;  Applies diversified knowledge of engineering principles and practices to broad variety of assignments and
	Engineer VI	0	10-13 Years 1 13-18 Years 5 18-23 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and
	Engineer VIII	0	23-28 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering Makes authoritative decisions and recommendations having significant impact on extensive engineering
	Engineer IX Engineer/Architect Specialist	0	28 Years or more 3 Years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, and Performs specialized and advance engineering or architectural work involving project management on the
	Engineer/Architect Supervisor Engineer Technician I	0	3 Years or more 0 0-2 Years	Performs supervisory work over professional engineers or architects, and develops, implements, and Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers
	Engineer Technician II Engineer Technician III	0	2-4 Years 3 4-6 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Con- ducts a Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical
	Enginner Technician IV Instrument Technician	0	0 6 Years or more 0 0-2 Years	Performs non-routine and complex assignments with responsibility for planning and conducting a complete Maintains and operates all instruments and measuring devices needed to complete different types of
Estimatine	Estimator I Civil Estimator II Civil	0	2 Years 2-5 Years	Manifains and oberates an instruments and measuring overstees needed to combine different types of Provide support to senior estimators: develoo simple estimates with oversight from senior estimator. Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Civil	0	5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimating Manager Civil Estimator   Structural	0	0 10-20 Years or more 0 2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Structural Estimator III Structural	0	0 2-5 Years 0 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Structural Estimator I Architectural	0	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators: develoo simple estimates with oversight from senior estimator.
	Estimator II Architectural Estimator III Architectural	0	0 2-5 Years 0 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Architectural Estimator   Electrical	0	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Electrical Estimator III Electrical	0	2-5 Years 0 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, and bid tabs, provide analysis on
	Estimator I Mechanical Estimator I Mechanical	0	10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator II Mechanical	0	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Mechanical Estimating Manager Mechanical	0	0 5-10 Years 0 10-20 Years or more	Provide budeetarv estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimating I Plumbing Estimating II Plumbing	0	2 Years 2-5 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimate.
	Estimating III Plumbing Estimating Manager Plumbing	0	0 5-10 Years 0 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Comms / IT Estimator II Comms / IT	0	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Comms / IT Estimating Manager Comms / IT	0	0 5-10 Years 0 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Security Estimator II Security	0	2 Years 2-5 Years 3-5 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator III Security	0	5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
Interior Design	Estimating Manager Security Interior Design Apprentice	0	0 10-20 Years or more 0 0-4 Years	Review design estimates, provide independent estimates for change orders, support contract and change Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills
	Interior Designer I Interior Designer II	0	0 -2 years (with education) 0 2-4 Years	Degree in Interior Design with limited experience in professional office. Requires basic understanding of Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic
	Interior Designer IV	0	0 4-6 Years 0 6-8 years	Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to
	Interior Designer V Interior Designer VI	0	0 8-10 years 0 10 years or more	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive
Landscaping	Landscape Architect I (Entry Level) Landscape Architect II	0	0 0-2 years (with education) 0 2-4 years	Entry level professional work requiring bachelor's degree in applicable science and no experience, or the Intermediate professional level with developing ability to perform moderately complex project tasks with
	Landscape Architect III Manager of Landscape Architecture	0	1 4-6 years 1 6 years or more	Intermediate professional level with developing ability to perform moderately complex project tasks with Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring Provides technical and administrative supervision and direction to assigned landscape architecture and
	Project Accountant	0	2-4 Years	Performs various specialized accounting functions of moderate complexity and ensures that procedures
	Project Manager Project Manager I		1-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial, Responsible for supervising, directing, and coordinating construction management of commercial,
			0 6 years or more 0 6 Years or more	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.  Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5
	Project Manager II Senior Landscape Architect			
Primavera P6 Support	Senior Landscape Architect Technical Support I	0	2 Years	Primavera P6 Certification Required Primavera P6 Certification Required
	Senior Landscape Architect Technical Support I Technical Support II Technical Support II	0	) 2 Years ) 2-5 Years ) 5-10 Years	Primavera P6 Certification Required Primavera P6 Certification Required
Primavera P6 Support Proiect Manazement	Senior Landscape Architect Technical Support 1 Technical Support 1 Technical Support II Technical Support III Proiect Eneineer Assistant Proiect Manager	0 0 0	) 2 Years ) 2-5 Years ) 5-10 Years ) <2 Years ) 5-10 Years	Primavera PC certification Recuired Primavera PC certification Recuired A bachelor's decree in eniencerine is required, with strong technical skills and an eagerness to learn from Alone with a bachelor's decree in a relevant field (engineering or construction management oreferred).
	Senior Landscape Architect Technical Support 1 Technical Support 1 Technical Support II Technical Support II Proiect Eneineer Assistant Proiect Manager Project Manager Functional I Typicet Manager Functional II Typicet Manager Municipal II Typicet Municipal II Typicet Municipal II Typicet Municipal II Typicet Municipal II Typice	0 0 0 0 0 190.32	) 2 Years ) 2-5 Years ) 5-10 Years ) < 2 Years ) 5-10 Years 2 2-5 years 5 5-7 Years	Primavera PG Certification Required Primavera PG Certification Required A bachelor's deernee in entineerine is required, with strone technical skills and an eaermess to learn from Allone with a bachelor's deerne in a relevant field (ensineerine or construction manasement preferred). A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on 5-7 years of experience managing projects, with a strong understanding of public works procedures and
	Senior Landscape Architect Technical Support I Technical Support I Technical Support II Technical Support III Project Engineer Assistant Project Manager Project Manager Functional I 1 Project Manager Functional II 2 Project Manager Functional III 2	0 0 0 0 190.32 212.16 276.64	0 2 Years 0 2-5 Years 0 5-10 Years 0 < 2 Years 0 5-10 Years 2 2-5 years	Primavera PG Certification Reouired Primavera PG Certification Reouired A bachelor's deeree in entineerine is reouired, with strone technical skills and an eazemess to learn from Alone with a bachelor's deeree in a relevant field eneineerine or construction manaeement oreferred. A minimum of 2-5 years of experience in protect management, with a proven ability to deliver projects on

# **HDR**

Quality Assurance	Principal Project Manager Facilities QA Inspector I		0 20 years or more 0 0-2 Years	Proven leadership skills and a distinguished career in Entry level facilities quality assurance inspector. Perl	managing high-profile public works projects. A forms simple and routine tasks under close supervisio
	Facilities QA Inspector II		0 2-4 years	Mid-level facilities quality assurance inspector. Perfo	orms non-routine assignments of substantial variety
	Facilities QA Inspector III Facilities QA Inspector Supervisor		0 4-7 Years 0 7 Years or more	Senior level facilities quality assurance inspector. Per Facilities quality assurance inspector supervisor. Mo	
	Civil QA Inspector I Civil QA Inspector II		0 0-2 Years 0 2-4 years	Entry level civil quality assurance inspector. Perform Mid-level civil quality assurance inspector. Performs	s simple and routine tasks under close supervision by
	Civil Senior QA Inspector		0 4-7 Years	Senior level civil quality assurance inspector. Perform	ns non-routine assignments of substantial variety and
	Civil Senior QA Inspector Supervisor Civil Electrical QA Inspector		0 7 Years or more 0 4 Years or more	Civil quality assurance inspector supervisor. Monitor Full experienced quality assurance electrical inspector	
uality Control	Quality-Control Engineer		0 4 years or more	Position involves the performance of conventional q	uality-control functions within a discipline to ensure
sk Management	Risk Manager I Risk Manager II		0 2 Years 0 2-5 Years	A bachelor's degree in risk management, finance, or 2-5 years of experience in risk management, with a s	a related field is required. Experience in risk strong understanding of risk management framework:
	Risk Manager III		0 5-10 Years	5-10 years of experience in risk management, with a	proven track record of implementing and managing
heduling	Risk Manager IV Scheduler I		0 10-20 Years or more 0 0-2 Years	10+ years of experience in risk management, with le An associate's degree or relevant experience in proie	adersnip experience in a risk management team. ect scheduling is preferred. Strong organizational skills
	Scheduler II Scheduler III		0 2-4 Years 0 5-7 Years	2-4 years of experience in project scheduling, with th 5-7 years of experience in complex project schedulin	
	Scheduler Manager		0 7 Years or more	7+ years of experience in project scheduling, with str	ong leadership and communication skills. Ability to
pecialist Services	Scientist I Scientist II		0 0-2 years (with education) 0 2-3 Years	Entry level professional requiring Bachelor's Degree Continuing developmental level. performs standard:	in Science and no experience, or the equivalent (to a
	Scientist III		0 3-5 Years	Independently evaluates, selects, and applies standa	rd scientific techniques and procedures while using
	Scientist IV Scientist V		0 5-10 Years 0 10 Years or more	Fully competent scientist in all conventional aspects Applies diversified knowledge of scientific principles	
rveying	Chain/Rod Technician Land Surveyer		0	Stakes out and elevates survey points. Performs mai Responsible for initiating and completing both the pro-	ntenance of certain equipment and maintains supplie
	Party Chief		0 4 Years or more	Organizes and maintains efficiency of field survey cre	ew in completing specific jobs. Accurately calculates
stems Development	Systems Developer I Systems Developer II		0 2 Years 0 2-5 Years	Systems Certification Required, Business Process De Systems Certification Required, Business Process De	
	Systems Developer III		0 5-10 Years or more	Systems Certification Required. Business Process De	
stems Support	Technical Support I Technical Support II		0 2 Years 0 2-5 Years	Systems Certification Required Systems Certification Required	
counting & Finance	Technical Support III	0	0 5-10 Years	Systems Certification Required	
counting & Finance	Accounting Technician/Bookkeeper Accountant	0	2 Years 2-5 Years	Responsible for maintaining a complete and systema	<ul> <li>including reconciling bank accounts, posting to and atic set of records of business transactions. Balances</li> </ul>
	Accounting Manager Financial Analyst	0	7 Years or more 1 Year or more (with education)	Manages professional level accounting functions and	
	Finance Manager	0	7 Years or more	Responsible for the organization's financial informat	ion and administration. Supervises accounting.
chitects (Including Landscape)	Architect II	0	0-1 Years 1-2 Years	Plans and designs building projects for clients accord Same as above. May have supervisory responsibilitie	
	Landscape Architect I	0	0-2 years (with education)	Designs and plans development of land areas for pro	iects. such as parks. highwavs. commercial/residentia
	Landscape Architect II Urban Planner	0	2-4 years 1 Year or more	Same as above. May have supervisory responsibilities Plans and develops comprehensive programs and pla	s. Typically has an associate degree and license with ans for development, growth, revitalization, and
dd & Designers	CADD Technician I	0	0-5 Years	Under general supervision, prepares layouts, drawin	gs, and designs according to engineering specs using
	CADD Technician II Designer/Drafter I	0	6 years or more 0-5 Years		cution of segments of projects. Uses BIM. MEP. CADD
	Designer/Drafter II	118.56	6 vears or more	In addition to above, converses with engineers and o	ther subject matter experts to interpret design
	CADD/Designer Supervisor	156 0	10 Years or more 10 Years or more	Same as above. Has additional experience and super Responsible for the coordination/supervision of oper	rators/designers. Assigns projects. coordinates
nstruction Inspectors & Managers	CADD/Designer Manager Construction Inspector I	0	15 Years or more 0-2 Years	Considered 2nd level manager over projects and per-	sonnel to ensure conformance to client requirements ings, dams, highways, and other types of construction
instruction inspectors & Managers	Construction Inspector II	0	3-7 Years	Same as above. Typically reports to Project Manager	or Construction Manager and may have certification
	Construction Inspector III Construction Inspector Lead/Supervisor	0	8-11 Years 11 Years or more	Same as above. Inspects difficult/complex phases of Performs/supervises complex tasks. Responsible for	
	Construction Manager I	0	0-5 Years	Liaison between field staff and proiect manager. Ens	ures adherence to contract terms. performance.
	Construction Manager II Construction Manager III	184.08 199.68	6-10 Years 11 Years or more	Same as above. Responsible for larger projects. Typic Same as above. Responsible for largest projects. Typic	cally requires bachelor's degree and 6–10 years of ically requires bachelor's degree and 11+ years of
gineers	Engineering Intern – Student EIT I	0 124.8	0 Years 0-2 Years	Under direction of engineer professionals, performs Entry-level/new graduate who uses prescribed meth	proiect assignments to acquire relevant work
	EIT II	145.6	3-5 Years		ods, standard techniques, and practices to perform work, requires application of standard techniques and
	EIT III Engineer I	161.2 173.68	6 Years or more 4-8 Years	In addition to above, may coordinate work of techni- Professional engineer (PE) working under general sur	cians. Typically has a bachelor's or master's degree,
	Engineer II	195.52	9-13 Years	PE with responsibility for technical performance on s	mall to medium projects or designated tasks on large
	Engineer IV	220.48 238.16	14-18 Years 19 Years or more	PE with major responsibility for technical performan PE with full responsibility for large, complex projects	
	Software Engineer I	0	0-4 Years	Working under general supervision, develops, resear	ches. designs. implements. tests. and evaluates
	Software Engineer II Software Engineer III	0	5-10 Years 11-15 Years	Same as Software Engineer I, with more autonomy. I Same as Software Engineer I, with autonomy and so	May have major responsibility on small or medium me supervisory responsibilities. Major responsibility o
	Software Engineer IV	0	16 Years or more	Same as Software Engineer I, with full autonomy and	supervisory responsibilities. Major or full
	Engineering Manager Engineering VP	0	10 Years or more 12 Years or more	Has on-site responsibility for day-to-day operations Responsible for a segment, discipline, business unit.	
eographic Information Systems (GIS)	GIS II	104 118.56	1-2 Years 3-7 Years	Creates/maintains databases, maps, and graphs that Same as above, Less oversight of work and more ind	
	GIS III	157.04	8 Years or more	Same as above. Works without supervision, and may	supervise others. Typically has a bachelor's degree o
aphic Designers	Graphic I Graphic II	118.56 123.76	1-5 Years 6 Years or more	Designs art and layouts for material to be presented Same as above. May have limited supervisory responses.	
	Graphic Manager	180.96	7 Years or more	Supervises graphic design staff. Decision-maker with	final say of layout and content of materials.
formation Technology (IT)	IT Technician Network/Systems Administrator	0	1-5 Years 3-5 Years	Plans and coordinates activities such as the installati Administers design, organization, and implementation	on and upgrading of hardware and software, on of network, and heads technical support staff who
	Programmer Analyst	0	5 Years or more	Analyzes and critiques computer programs and syste	ems. and develops new programs. Reviews users'
arketing	IT Department Manager Marketing Assistant	0	5 Years or more 1-5 Years		ersees IT technicians and network administrators. Plar ties. High school graduate with 1–5 vears of experience
	Marketing Associate Marketing Manager	0	6 Years or more 5 Years or more	Gives support to advertising programs to promote p	roducts or services. Assists in the development and devaluating strategic marketing plans. Leads teams
	Marketing Director	0	5 Years or more	Senior member of firm management who is responsi	ble for all marketing activities, research, market
	Business Development Associate Business Development Manager/Director	0	5 Years or more 7 Years or more	Seeks business opportunities for the firm. Majority of Manages and aids in the analyzing, planning, research	f time is spent making client contacts. Responsible for
fice	Administrative Assistant I	87.36	0-2 Years	General office duties such as answering phones, pre-	paring correspondence and reports, scheduling and
	Administrative Assistant II Executive Assistant	106.08	2-3 Years 5 Years or more	Same as above, but with additional/more complex d Supports executive by handling a wide variety of situ	uties. more experience. and less oversight. High scho- lations involving the administrative functions of the
	Office Manager	0	5 Years or more	Manages and organizes office operations and proces	dures, such as word processing, bookkeeping.
	Records Specialist HR Generalist	0	2 Years or more 3 Years or more		ployee relations, payroll, benefits, training, hiring, etc
otogrammetists	HR Manager Photogrammetist I	0	5 Years or more 1-6 Years	Responsible for coordinating the hiring, training, and Measures and assesses aerial photographs to prepar	retention of professional staff for the firm, benefits a detailed maps and drawings. Examines source data
	Photogrammetist II	0	7 Years or more	Same as above. May supervise others or work indep	endently. Bachelor's degree with 7+ years of
ots anners	Pilot (non-iet) Planner I	0 122.72	8 Years or more 0-5 Years	Pilots corporate turboprop or piston airplanes to trai Develops scope and cost estimates, and manages bu	
	Planner II	150.8	6-10 Years	Same as above but with more experience/education	. Mav lead small teams. Has bachelor's degree and
oject, Contract, & Compliance Coordinators	Planner III/Manager Project Coordinator I	179.92 101.92	11 Years or more 1-5 Years	Same as above. Works independently and/or has sur Checks master schedule and work orders, establishe	pervisory responsibilities. Works on large/complex spriorities, and changes schedule according to
2.000	Project Coordinator II	127.92	6 Years or more 5 Years or more	Same as above. May have limited supervisory respon	nsibilities. Typically has bachelor's degree and 6+ year
	Contract Administrator Contract Manager	0	5 Years or more 5 Years or more	Administers activities concerned with contracts for p Manages activities of professional-level personnel co	
	Compliance Officer I	0	7 Years or more	Researches and maintains knowledge of regulatory of	practices and requirements, analyzes the Company's
iect Managers	Compliance Officer II Proiect Manager I	0 245.44	7 Years or more 2-5 years	Oversees and coordinates the development, mainter Plans, coordinates, and oversees activities of entire	projects to ensure that goals or objectives are
	Project Manager II Project Manager III	261.04 270.4	5-7 Years 7-10 Years	Same as above. Has sole responsibility for small- to a Same as above. Has sole responsibility for mid- to la	mid-level proiects. and/or multiple proiects. Has
	Project Manager IV	303.68	10 years or more	Same as above. Has sole responsibility for multiple la	arge, complex projects. May be executive- level
tht-Of-Way Specialists entists	Right-of-Way Specialist Environmental Scientist I	171.6 0	12 Years or more 1-5 Years	Secures purchase or lease of land and right-of-ways Researches to identify and abate or eliminate source	for construction projects through negotiation with
	Environmental Scientist II	0	6-10 Years	Same as above. Less oversight of work and more ind	ependence. May help train lower-level staff or have
	Environmental Scientist III Environmental Scientist Manager	0	11 Years or more 10 Years or more	Same as above. Works on large/complex projects. M Oversees the work of scientists. Assigns and directs	
	Laboratory Assistant	0	1-5 Years	Logs samples, tests materials, supports investigation	of problems, and identifies corrective actions.
	Laboratory Manager Archaeologist	0	6 Years or more 5 Years or more	Responsible for the direction, administration, and or Unearths archaeological sites, and documents, itemi	
	Historian	0	5 Years or more	Creates chronological account of past events dealing	with some phase of human activity, either in terms of
rveyors	Survey Technician II	0	0-3 Years 4 Years or more	Entry-level work under the immediate supervision as Same as above, with more experience. Less direct or	
	Surveyor I	0	1-6 Years	Professional licensed survevor who establishes offici	al land. air-space. and water boundaries by surveying
	Survevor II Partv Chief	0	7 Years or more 4 Years or more		vevors and/or survev technicians. Tvoically has college rvev parties engaged in surveving the Earth's surface
	Survey Manager	0	8 Years or more	Plans. manages. and directs surveying/mapping activ	vities and related projects. Supervises professional
chnical Writers	Principal Surveyor Word Processor	0	10 Years or more 0 Years or more	Final responsibility for planning and direction of all a Types, compiles, edits, prints, and stores documents	
	Technical Writer	182	1 Year or more	Writes and updates material for reports, manuals, b	riefs, proposals, instruction books, catalogs, and
	Technical Editor		3 Years or more	Refines work and heads and coordinates activities of	writers engaged in preparing technical/scientific



December 11, 2024

To: Jason Longsdorf, HDR

From: Arleen Taniwaki, ArLand Land Use Economics

Subject: Burnham Yard DOTI Classification Standards

Title	Area of Expertise	Position	Hourly Rate
Principal	Analytics Development Planners	Data Analyst IV Planner III	\$200
Sr. Associate	Geographic Information Systems (GIS) Planners		\$175
Associate	Analytics Development Planners	Data Analyst III Planner III	\$150



# **Atkins**

DOTI; Program Management Division Professional Services Classification Standard

Version: June 2024

Area of Expertise	Position	Hourly Rate	Professional Experience	Qualifications
Administrative Support	Administrative Support Assistant I	\$80	0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and maintaining
	Administrative Support Assistant IV	\$100	4+ Years or more	Principal assistant for administrative matters to a departmental head, agency director, or another executive level
	Project Controls Engineer II	\$180	2-5 years	Manages project control activities for moderate to complex projects, developing and implementing cost, schedule, and
	Project Controls Manager I	\$275	5-10 Years	Oversees the project controls function, leading the development and implementation of project control policies,
Engineering	Engineer I	\$115	0 (with education)	Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent (to a degree) in
	Engineer II	\$130	1-4 Years	Continuing developmental level, performs standard engineering work requiring application of standard techniques and
	Engineer III	\$160	4-7 Years	Independently evaluates, selects, and applies standard engineering techniques and procedures while using
	Engineer IV	\$175	7-10 Years	.Fully competent engineer in all conventional aspects of subject matter or functional area of assignments; plans and
	Engineer V	\$195	10-13 Years	Applies diversified knowledge of engineering principles and practices to broad variety of assignments and related fields
	Engineer VI	\$220	13-18 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and develops
	Engineer IX	\$340	28 Years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, and schedule targets of
	Estimator II Civil	\$165	2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimating Manager Civil	\$260	10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change order
	Assistant Project Manager	\$105	5-10 Years	Along with a bachelor's degree in a relevant field (engineering or construction management preferred), experience
	Project Manager Functional I	\$195	2-5 years	A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on time and
	Project Manager Functional II	\$205	5-7 Years	5-7 years of experience managing projects, with a strong understanding of public works procedures and contracts. A
	Project Manager Functional III	\$265	7-10 Years	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder management. A
	Project Manager Functional IV	\$280	10 years or more	10+ years of experience managing large-scale public works projects, with a proven track record of success. A bachelor's
	Senior Project Manager	\$305	15 years or more	Extensive experience (15+ years) leading and mentoring project teams. Expertise in public works contracting and a focu
	Principal Project Manager	\$350	20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A bachelor's degree,
Cadd & Designers	CADD Technician I	\$110	0-5 Years	Under general supervision, prepares layouts, drawings, and designs according to engineering specs using CADD or other
	Designer/Drafter II	\$165	6 years or more	In addition to above, converses with engineers and other subject matter experts to interpret design concepts, determin
Planners	Planner I	\$110	0-5 Years	Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or certification
	Planner II	\$135	6-10 Years	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and certification with
Project, Contract, & Compl	lia Project Coordinator I	\$115	1-5 Years	Checks master schedule and work orders, establishes priorities, and changes schedule according to projects, work orde
	Project Coordinator II	\$145	6 Years or more	Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+ years of experient
	Project Manager II	\$175	5-7 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has bachelor's degree
Right-Of-Way Specialists	Right-of-Way Specialist	\$215	12 Years or more	Secures purchase or lease of land and right-of-ways for construction projects through negotiation with property owners
· ·	Technical Writer	\$105	1 Year or more	Writes and updates material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical a

**Professional Service** 

DENVER
TRANSPORTATION & INFRASTRUCTURE DOTI; Program Management Division **Classification Standard** BRIDGE STRATEGIES Version: June 2024 Area of Expertise Position Hourly Rate Professional Experience Qualifications \$150.00 7-10 Years 7-10 years of experience leading complex projects, with a Project Manager Project Manager Functional focus on problem-solving and stakeholder management. A bachelor's degree and a PMP certification are typically required.

# CDR ASSOCIATES

Area of Expertise	Position	Hourly Rate	Professional Experience	Qualifications
Administrative Support	Administrative Support Assistant I	\$ 130	0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and maintaining calendars of appointments, setting up meetings, making travel arrangements, taking meeting minutes, etc. High school graduate with office training and 0–2 years of experience.
	Administrative Support Assistant II	\$ 150	2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school graduate with computer training and 2+ years of experience
Project Management	Assistant Project Manager	\$ 195	5-10 Years	Along with a bachelor's degree in a relevant field (engineering or construction management preferred), experience assisting with project tasks and a focus on organization and communication is necessary.
	Project Manager Functional I	\$ 150	2-5 years	A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on time and within budget. A bachelor's degree is usually required.
	Project Manager Functional II	\$ 180	5-7 Years	5-7 years of experience managing projects, with a strong understanding of public works procedures and contracts. A bachelor's degree and a PMP certification are often preferred.
	Project Manager Functional III	\$ 195	7-10 Years	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder management. A bachelor's degree and a PMP certification are typically required.
	Project Manager Functional IV	\$ 210	10 years or more	10+ years of experience managing large-scale public works projects, with a proven track record of success. A bachelor's degree, a PMP certification, and a PE license may be required.
	Senior Project Manager	\$ 240	15 years or more	Extensive experience (15+ years) leading and mentoring project teams. Expertise in public works contracting and a focus on strategic planning are essential.
	Principal Project Manager	\$ 260	20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A bachelor's degree, a PMP certification, and a PE license are expected.
Accounting & Finance	Accounting Technician/Bookkeeper	\$ 195	2 Years	Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and balancing ledgers, processing payroll, preparing draft invoices, assisting in maintenance of accounting files, etc. Typically has some college with 0–2 years of experience.
	Accountant	\$ 195	2-5 Years	Responsible for maintaining a complete and systematic set of records of business transactions. Balances books and prepares reports to show receipts, expenditures, accounts receivable and payable, and various other items pertinent to the operation of a business. Typically has an associate or bachelor's degree with 2–5 years of experience.
	Accounting Manager	\$ 205	7 Years or mo	Manages professional level accounting functions and the preparation of reports including earnings, profits/losses, cash balances, and cost accounting. Assigns and reviews work of lower- level staff. Not a controller-level position. Typically has a bachelor's degree or higher with 7+ years of experience.
Project Managers	Project Manager I	\$ 150	2-5 years	Plans, coordinates, and oversees activities of entire projects to ensure that goals or objectives are accomplished within prescribed time-frame and funding parameters. Reviews project proposal or plan to determine time-frame, funding limitations, procedures, staffing, and allotment of resources to various phases of projects. Establishes work plan and multi-disciplinary staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Is part of a team on large projects, or has sole responsibility for small, minimally complex projects. May have an associate or bachelor's degree and 1–5 years of management-level experience.
	Project Manager II	\$ 180	5-7 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has bachelor's degree and typically has 6–10 years of management-level experience.
	Project Manager III	\$ 230	7-10 Years	Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has bachelor's or master's degree and typically has 11–15 years of management-level experience.
	Project Manager IV	\$ 260	10 years or m	s Same as above. Has sole responsibility for multiple large, complex projects. May be executive- level employee. Has bachelor's or master's degree and typically has 16+ years of management- level experience.
Planners	Planner I		0-5 Years	Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or certification and 0–5 years of
ĺ	Planner II Planner III/Manager	•	6-10 Years 11 Years or m	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and certification with 6–10 years of experience.  Same as above. Works independently and/or has supervisory responsibilities. Works on large/complex projects. Has bachelor's degree and

# CIG

Area of Expertise	Position	Hourly Rate Professional Experience	Qualifications	
Area of Expertise  Administrative Support	Position Administrative Support Assistant I Administrative Support Assistant II	0-2 Years 2-3 Years	General office duties such as answering phones, prepari Same as above, but with additional/more complex dutie	
	Administrative Support Assistant III Administrative Support Assistant IV	3-4 Years 4+ Years or more	Same as above, with more experience, and less oversight Principal assistant for administrative matters to a depar	at. Able to lead one or more major program activities tmental head, agency director, or another executive
Analytics Development	Data Architect I Data Architect II	2 years 2-5 Years	Requires a bachelor's degree in computer science or a r Typically requires a bachelor's degree in computer scier	elated field, proficiency in database management ice or a related field, along with 2-5 years of
	Data Architect III Data Architect IV	5-10 Years 10 Years or more	Requires a bachelor's or master's degree in computer so Typically requires a master's degree in computer science	e or a related field, along with 10+ years of experience
	Data Analyst I Data Analyst II Data Analyst III	2 Years 2-5 Years 5-10 Years	Typically requires a bachelor's degree in mathematics, s Requires a bachelor's degree in a quantitative field or en Typically requires a bachelor's or master's degree in a q	quivalent experience, along with 2-5 years of
uditing	Data Analyst II Data Analyst IV Internal Auditor	10 Years or more 3 Years or more	Requires a master's degree in a quantitative field or equal is responsible for auditing accounting, financial, and star	ivalent experience, along with 10+ years of experience
uuttiig	Job Captain Laboratory Technician I	1-2 Years	Provides coordination of drafting required to for bidding Entry-level laboratory services where work is closely sug	g purposes and construction. May be called to work or
	Laboratory Technician II Laboratory Technician III	2-3 Years 3-5 Years	Performs routine scientific tasks under close supervision Performs standardized or prescribed assignments involved	or from detailed and controlled laboratory
	Laboratory Technician IV Laboratory Technician V	5-7 Years 8-10 Years	Performs wide variety of non-routine assignments of dit Performs non-routine and complex scientific laboratory	fering complexities under general supervisory
architectural Design	Supervising Laboratory Technician/Laboratory Architect I	10 Years or more 0-1 Years	Supervises employees engaged in technical laboratory s Entry level or professional work requiring bachelor's de	
	Architect II Architect III	1-2 Years 2-4 Years	Developmental level performs routine architectural assi Independently evaluates, selects, and applies standard a	architectural techniques, procedures, and criteria using
	Architect IV Architect V	4-8 Years 8-12 Years	Fully competent architect in all conventional aspects of Applies sound and diverse knowledge of architectural p	rinciples and practices in broad array of assignments
	Architect VI Architect VII	12-16 Years 16-20 Years	Responsible for interpreting, organizing, executing, and Makes authoritative decisions and recommendations of Makes authoritative decisions and recommendations of	significant impact on firm's primary architectural
Commissioning	Architect VIII Commissioning Agent I Commissioning Agent II	20 Years or more 1-2 Years 2-4 Years	Entry level commissioning agent. Performs simple and r Mid-level commissioning agent. Performs non-routine a	outine tasks under close supervision by higher-level
	Commissioning Agent III Commissioning Supervisor	4-6 Years 6-10 Years	Senior level commissioning agent. Independently performance of the commissioning sent. Independently performance of the commissioning supervisor. Monitors, reviews, and coor-	ms non-routine and complex commissioning work
Construction	Commissioning Manager Chief Construction Representative	10 Years or more 10 Years or more	Commissioning manager. Accountable for delivery of co Plans and coordinates all field-inspection activities and u	mmissioning services across multiple projects. May be
onstruction.	Construction Coordinator Construction Manager	1-4 Years 6-10 Years	Position supervises the installation of (discipline) equipmes and responsible, through subordinate Resident Construction	nent, systems, and components, using the technical
	Construction Representative Field Engineer	2-5 Years 0-2 Years	Ensures, through testing and observation, that the proje Position monitors the activities of contractors on the co	ect construction complies with plans and specifications
	Field Superintendent Materials Manager	2-5 Years 5 Years or more	Responsible for the day-to-day construction activities of Monitors, reviews, and coordinates all materials movem	contractors on-site with regard to scheduling
	Materials Tester Resident Construction Manager I	1-3 years	Under general supervision, performs specialized materi. Responsible for all field-construction activities on small	als testing assignments, including collecting and
	Resident Construction Manager II Resident Engineer	3 Years or more 5 Years or more	Responsible for all field-construction activities on a large Position is responsible for multiple construction project	
	Senior Construction Manager Senior Construction Representative	10 Years or more 5-10 Years	Oversees the managerial direction of many projects who This level has significant inspection experience with cap	ere technical complexity is at the highest and ability of handling large projects of moderate
Contract Management	Contract Administrator I Contract Administrator II	2 Years 2-5 Years	Manages basic contracts, overseeing compliance and do Coordinates and manages moderately complex contract	s and changes, conducting negotiations and ensuring
	Contract Manager I Contract Manager II	5-10 Years 10 Years or more	Prepares requests for proposals and reviews technical s Manages high-value and complex contracts, leading neg	otiations, mitigating risks, and ensuring compliance
Cost Management	Cost Engineer Cost Manager I	1-2 Years 2-6 Years	Analyzes project costs, develops basic cost estimates, ar Manages cost estimation and control processes for proj	ects of moderate complexity. Coordinates with project
	Cost Manager II Cost Manager III	6-10 years 10 years or more	Oversees cost management for complex projects, condu Directs cost management strategies for large-scale proje	cts or portfolios, leading cost forecasting, risk analysis,
Digital Information	Digital Information System Coordinator Digital Information System Manager	<b>0-6 Years</b> 6 Years or more	Coordinates the implementation and maintenance of di Oversees the strategic planning, implementation, and m Responsible for organizing and managing project docum	anagement of digital information systems within an
Document Management	Document Controller I Document Controller II Document Manager I	2 Years 2-5 Years 5-10 Years	Manages the document control process for multiple pro	jects, overseeing document workflows, distribution,
	Document Manager II Project Controls Engineer I	10-20 Years or more 2 years	Oversees the document management process, ensuring Directs strategic document management initiatives, imp Assists in the development and implementation of proje	lementing systems for efficient document creation,
	Project Controls Engineer II Project Controls Manager I	2-5 years 5-10 Years	Manages project control activities for moderate to comp Oversees the project controls function, leading the deve	olex projects, developing and implementing cost,
Engineering	Engineer I Engineer II	0 (with education) 1-4 Years	Entry-level professional requiring Bachelor's Degree in I Continuing developmental level, performs standard eng	Engineering and no experience, or the equivalent (to a
	Engineer III Engineer IV	4-7 Years 7-10 Years	Independently evaluates, selects, and applies standard of .Fully competent engineer in all conventional aspects of	engineering techniques and procedures while using
	Engineer V Engineer VI	10-13 Years 13-18 Years	Applies diversified knowledge of engineering principles Has full responsibility for interpreting, organizing, execu	and practices to broad variety of assignments and
	Engineer VII Engineer VIII	18-23 Years 23-28 Years	Makes authoritative decisions and recommendations ha Makes authoritative decisions and recommendations ha	ving significant impact on extensive engineering and
	Engineer IX Engineer/Architect Specialist	28 Years or more 3 Years or more	Provides overall supervision to Department to assure the Performs specialized and advance engineering or archite	ectural work involving project management on the
	Engineer/Architect Supervisor Engineer Technician I	3 Years or more 0-2 Years	Performs supervisory work over professional engineers Performs simple and routine tasks under close supervisi	on or from detailed procedural guidelines. Gathers
	Engineer Technician II Engineer Technician III	2-4 Years 4-6 Years	Performs standardized or prescribed assignments involved in the performs non-routine assignments of substantial variety.	and complexity. Receives objectives and technical
Takim akin a	Enginner Technician IV Instrument Technician Estimator I Civil	6 Years or more 0-2 Years	Performs non-routine and complex assignments with re Maintains and operates all instruments and measuring of	devices needed to complete different types of
Estimating	Estimator II Civil Estimator III Civil Estimator III Civil	2 Years 2-5 Years 5-10 Years	Provide support to senior estimators; develop simple es Provide budgetary estimates for particular trade, review Provide budgetary estimates, review design estimates, re	design estimates.
	Estimator in Civil Estimator   Structural	10-20 Years or more 2 Years	Review design estimates, provide independent estimates Provide support to senior estimators; develop simple es	s for change orders, support contract and change
	Estimator II Structural Estimator III Structural	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review Provide budgetary estimates, review design estimates, r	design estimates.
	Estimating Manager Structural Estimator I Architectural	10-20 Years or more 2 Years	Review design estimates, provide independent estimate Provide support to senior estimators; develop simple es	s for change orders, support contract and change
	Estimator II Architectural Estimator III Architectural	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review Provide budgetary estimates, review design estimates, r	design estimates.
	Estimating Manager Architectural Estimator I Electrical	10-20 Years or more 2 Years	Review design estimates, provide independent estimate Provide support to senior estimators; develop simple es	s for change orders, support contract and change
	Estimator II Electrical Estimator III Electrical	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review Provide budgetary estimates, review design estimates, r	
	Estimating Manager Electrical Estimator I Mechanical	10-20 Years or more 2 Years	Review design estimates, provide independent estimate Provide support to senior estimators; develop simple es	timates with oversight from senior estimator.
	Estimator II Mechanical Estimator III Mechanical	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review Provide budgetary estimates, review design estimates, r	eview proposals and bid tabs, provide analysis on
	Estimating Manager Mechanical Estimating I Plumbing	10-20 Years or more 2 Years	Review design estimates, provide independent estimates Provide support to senior estimators; develop simple es	timates with oversight from senior estimator.
	Estimating II Plumbing Estimating III Plumbing	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review Provide budgetary estimates, review design estimates, r	eview proposals and bid tabs, provide analysis on
	Estimating Manager Plumbing Estimator I Comms / IT	10-20 Years or more 2 Years	Review design estimates, provide independent estimate Provide support to senior estimators; develop simple es	timates with oversight from senior estimator.
	Estimator II Comms / IT Estimator III Comms / IT Estimating Manager Comms / IT	2-5 Years 5-10 Years 10-20 Years or more	Provide budgetary estimates for particular trade, review Provide budgetary estimates, review design estimates, r Review design estimates, provide independent estimate	eview proposals and bid tabs, provide analysis on
	Estimator I Security Estimator II Security	2 Years 2-5 Years	Provide support to senior estimators; develop simple es Provide budgetary estimates for particular trade, review	timates with oversight from senior estimator.
	Estimator III Security Estimating Manager Security	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, r Review design estimates, provide independent estimate	eview proposals and bid tabs, provide analysis on
nterior Design	Interior Design Apprentice Interior Designer I	0-4 Years 0-2 years (with education)	Assists basic drawing preparation, model making, and a Degree in Interior Design with limited experience in pro	sembly assignments. Requires basic graphic skills and
	Interior Designer II Interior Deisgner III	2-4 Years 4-6 Years	Degree in Interior Design with minimum 2 years' experi Degree in Interior Design with minimum 4 years' experi	ence in professional office. Requires basic knowledge
	Interior Designer IV Interior Designer V	6-8 years 8-10 years	Degree in Interior Design with minimum 6 years' profes Degree in Interior Design with minimum 8 years' profes	sional experience and Architect License. Ability to
andscaping	Interior Designer VI Landscape Architect I (Entry Level)	10 years or more 0-2 years (with education)	Degree in Interior Design with minimum 10 years' profe Entry level professional work requiring bachelor's degre	ssional experience and Architect License. Extensive
	Landscape Architect II Landscape Architect III	2-4 years 4-6 years	Intermediate professional level with developing ability to Fully competent in all conventional aspects of landscape	
	Manager of Landscape Architecture Project Accountant	6 years or more 2-4 Years	Provides technical and administrative supervision and d Performs various specialized accounting functions of mo	derate complexity and ensures that procedures and
	Project Manager Project Manager I	1-6 Years	Responsible for supervising, directing, and coordinating Responsible for supervising, directing, and coordinating	construction management of commercial, industrial, construction management of commercial, industrial,
	Project Manager II Senior Landscape Architect	6 years or more 6 Years or more	Same as above. Has sole responsibility for small- to mid Interprets, organizes, executes, and coordinates project	
rimavera P6 Support	Technical Support I Technical Support II	2 Years 2-5 Years	Primavera P6 Certification Required Primavera P6 Certification Required	
Project Management	Technical Support III Project Engineer	5-10 Years < 2 Years	Primavera P6 Certification Required A bachelor's degree in engineering is required, with stro	
	Assistant Project Manager Project Manager Functional I	5-10 Years 2-5 years	Along with a bachelor's degree in a relevant field (engin A minimum of 2-5 years of experience in project manag	ement, with a proven ability to deliver projects on
	Project Manager Functional II Project Manager Functional III	5-7 Years \$155.00 7-10 Years	5-7 years of experience managing projects, with a strong 7-10 years of experience leading complex projects, with	a focus on problem-solving and stakeholder
	Project Manager Functional IV Senior Project Manager	\$215.00 10 years or more \$210 15 years or more	10+ years of experience managing large-scale public wo Extensive experience (15+ years) leading and mentoring	project teams. Expertise in public works contracting
Quality Assurance	Principal Project Manager Facilities QA Inspector I Facilities QA Inspector I	\$237.00 20 years or more 0-2 Years	Proven leadership skills and a distinguished career in me Entry level facilities quality assurance inspector. Perform	ns simple and routine tasks under close supervision by
	Facilities QA Inspector II Facilities QA Inspector III Facilities QA Inspector Supervisor	2-4 years 4-7 Years 7 Years or more	Mid-level facilities quality assurance inspector. Perform Senior level facilities quality assurance inspector. Perform Facilities quality assurance inspector supposisor. Monitor	ms non-routine and complex assignments with
	Civil QA Inspector I	7 Years or more 0-2 Years 2-4 years	Facilities quality assurance inspector supervisor. Monito Entry level civil quality assurance inspector. Performs sin	mple and routine tasks under close supervision by
	Civil QA Inspector II	z-4 vears	Mid-level civil quality assurance inspector. Performs no	i-routine assignments of substantial variety and

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	Civil Senior QA Inspector Supervisor Civil Electrical QA Inspector		7 Years or more 4 Years or more	Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities. May
Quality Control	Quality-Control Engineer		4 years or more	Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial Position involves the performance of conventional quality-control functions within a discipline to ensure
Risk Management	Risk Manager I Risk Manager II		2 Years 2-5 Years	A bachelor's degree in risk management, finance, or a related field is required. Experience in risk  2-5 years of experience in risk management, with a strong understanding of risk management frameworks ar
	Risk Manager III		\$155 5-10 Years	5-10 years of experience in risk management, with a proven track record of implementing and managing risk
Scheduling	Risk Manager IV Scheduler I		\$188 10-20 Years or more 0-2 Years	10+ years of experience in risk management, with leadership experience in a risk management team. An associate's degree or relevant experience in project scheduling is preferred. Strong organizational skills,
-	Scheduler II Scheduler III		2-4 Years 5-7 Years	2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules. 5-7 years of experience in complex project scheduling, with a proven track record of managing multiple
	Scheduler Manager		7 Years or more	7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to
Specialist Services	Scientist I Scientist II		0-2 years (with education) 2-3 Years	Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a Continuing developmental level, performs standard scientific work requiring application of standard
	Scientist III		3-5 Years	Independently evaluates, selects, and applies standard scientific techniques and procedures while using
	Scientist IV Scientist V		5-10 Years 10 Years or more	Fully competent scientist in all conventional aspects of subject matter or functional area of assignments; plar Applies diversified knowledge of scientific principles and practices to broad variety of assignments and relate
Surveying	Chain/Rod Technician Land Surveyer			Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies for Responsible for initiating and completing both the preliminary and final land surveys and ensuring that
	Party Chief		4 Years or more	Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates and
Systems Development	Systems Developer I Systems Developer II		2 Years 2-5 Years	Systems Certification Required, Business Process Design, Implementation, Testing Systems Certification Required, Business Process Design, Implementation, Testing
Southern South	Systems Developer III		5-10 Years or more	Systems Certification Required, Business Process Design, Implementation, Testing
Systems Support	Technical Support I Technical Support II		2 Years 2-5 Years	Systems Certification Required Systems Certification Required
Accounting & Finance	Technical Support III Accounting Technician/Bookkeeper		5-10 Years 2 Years	Systems Certification Required Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and
Accounting & Finance	Accountant		2-5 Years	Responsible for maintaining a complete and systematic set of records of business transactions. Balances boo
	Accounting Manager Financial Analyst		7 Years or more 1 Year or more (with education)	Manages professional level accounting functions and the preparation of reports including earnings,  Analyzes past and present financial data of organization and estimates future revenues and expenditures,
And the state of t	Finance Manager		7 Years or more	Responsible for the organization's financial information and administration. Supervises accounting, budgetin
Architects (Including Landscape)	Architect I Architect II		0-1 Years 1-2 Years	Plans and designs building projects for clients according to their desires, needs, and financial resources,  Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of
	Landscape Architect I Landscape Architect II		0-2 years (with education) 2-4 years	Designs and plans development of land areas for projects, such as parks, highways, commercial/residential Same as above. May have supervisory responsibilities. Typically has an associate degree and license with 6+
	Urban Planner		1 Year or more	Plans and develops comprehensive programs and plans for development, growth, revitalization, and utilization
Cadd & Designers	CADD Technician I CADD Technician II		0-5 Years 6 years or more	Under general supervision, prepares layouts, drawings, and designs according to engineering specs using In addition to above, carries out more novel or complex assignments using more independent judgment. Ma
	Designer/Drafter I		0-5 Years	Assists professionals in designing, planning, and execution of segments of projects. Uses BIM, MEP, CADD, ar
	Designer/Drafter II Designer/Drafter III		6 years or more 10 Years or more	In addition to above, converses with engineers and other subject matter experts to interpret design concept:  Same as above. Has additional experience and supervisory responsibilities, works on more complex projects.
	CADD/Designer Supervisor		10 Years or more	Responsible for the coordination/supervision of operators/designers. Assigns projects, coordinates schedule
Construction Inspectors & Managers	CADD/Designer Manager Construction Inspector I		15 Years or more 0-2 Years	Considered 2nd level manager over projects and personnel to ensure conformance to client requirements. Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction
,	Construction Inspector II		3-7 Years	Same as above. Typically reports to Project Manager or Construction Manager and may have certification will
	Construction Inspector III Construction Inspector Lead/Supervisor		8-11 Years 11 Years or more	Same as above. Inspects difficult/complex phases of construction. May process change orders. May have Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or large projects
	Construction Manager I Construction Manager II		0-5 Years 6-10 Years	Liaison between field staff and project manager. Ensures adherence to contract terms, performance, quality Same as above. Responsible for larger projects. Typically requires bachelor's degree and 6–10 years of
	Construction Manager III		11 Years or more	Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of
Engineers	Engineering Intern – Student EIT I		0 Years 0-2 Years	Under direction of engineer professionals, performs project assignments to acquire relevant work experience Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform
	EIT II		3-5 Years	Performs continuing development-level engineering work, requires application of standard techniques and
	EIT III Engineer I		6 Years or more 4-8 Years	In addition to above, may coordinate work of technicians. Typically has a bachelor's or master's degree, E.I.T Professional engineer (PE) working under general supervision, establishes basic design criteria and performs
	Engineer II		9-13 Years	PE with responsibility for technical performance on small to medium projects or designated tasks on large
	Engineer III Engineer IV		14-18 Years 19 Years or more	PE with major responsibility for technical performance on medium to large projects or multiple projects.  PE with full responsibility for large, complex projects or a number of large projects. Generally reports directly
	Software Engineer I Software Engineer II		0-4 Years 5-10 Years	Working under general supervision, develops, researches, designs, implements, tests, and evaluates software Same as Software Engineer I, with more autonomy. May have major responsibility on small or medium sized
	Software Engineer III		11-15 Years	Same as Software Engineer I, with autonomy and some supervisory responsibilities. Major responsibility on
	Software Engineer IV Engineering Manager		16 Years or more 10 Years or more	Same as Software Engineer I, with full autonomy and supervisory responsibilities. Major or full responsibility Has on-site responsibility for day-to-day operations of a firm office separate from the main office (i.e. division
	Engineering VP		12 Years or more	Responsible for a segment, discipline, business unit, geographic region, or project type. In larger firms, there
Geographic Information Systems (GIS)	GIS I GIS II		1-2 Years 3-7 Years	Creates/maintains databases, maps, and graphs that can be combined with geographically referenced data,  Same as above. Less oversight of work and more independence. May have limited supervisory responsibilitie
Constitution Development	GIS III	£10F.00	8 Years or more	Same as above. Works without supervision, and may supervise others. Typically has a bachelor's degree or
Graphic Designers	Graphic I Graphic II	\$105.00 \$127.00	1-5 Years 6 Years or more	Designs art and layouts for material to be presented by visual communications media such as books,  Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+ years
Information Technology (IT)	Graphic Manager	\$139.00 \$92	7 Years or more	Supervises graphic design staff. Decision-maker with final say of layout and content of materials. Bachelor's
information reciniology (11)	IT Technician Network/Systems Administrator	<b>592</b>	1-5 Years 3-5 Years	Plans and coordinates activities such as the installation and upgrading of hardware and software,  Administers design, organization, and implementation of network, and heads technical support staff who
	Programmer Analyst IT Department Manager		5 Years or more 5 Years or more	Analyzes and critiques computer programs and systems, and develops new programs. Reviews users' reques Responsible for firm's computerized operations. Oversees IT technicians and network administrators. Plans
Marketing	Marketing Assistant		1-5 Years	Provides administrative support for marketing activities. High school graduate with 1–5 years of experience
	Marketing Associate  Marketing Manager		6 Years or more 5 Years or more	Gives support to advertising programs to promote products or services. Assists in the development and Responsible for planning, coordinating, executing and evaluating strategic marketing plans. Leads teams and
	Marketing Director		5 Years or more	Senior member of firm management who is responsible for all marketing activities, research, market
	Business Development Associate Business Development Manager/Director		5 Years or more 7 Years or more	Seeks business opportunities for the firm. Majority of time is spent making client contacts. Responsible for Manages and aids in the analyzing, planning, research, and development of organization's objectives and
Office	Administrative Assistant I	\$41	0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Assistant II Executive Assistant		2-3 Years 5 Years or more	Same as above, but with additional/more complex duties, more experience, and less oversight. High school Supports executive by handling a wide variety of situations involving the administrative functions of the office
	Office Manager Records Specialist	\$88.00	5 Years or more 2 Years or more	Manages and organizes office operations and procedures, such as word processing, bookkeeping, preparatio Maintains official records. Oversees on- and off-site storage, retention schedules, and disaster recovery plans
	HR Generalist		3 Years or more	Responsible for day-to-day HR functions such as employee relations, payroll, benefits, training, hiring, etc.
Photogrammetists	HR Manager Photogrammetist I		5 Years or more 1-6 Years	Responsible for coordinating the hiring, training, and retention of professional staff for the firm, benefits  Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data an
	Photogrammetist II		7 Years or more	Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of experience
Pilots Planners	Pilot (non-jet) Planner I		8 Years or more 0-5 Years	Pilots corporate turboprop or piston airplanes to transport passengers, mail, or freight, or for other Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or
	Planner II		6-10 Years	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and
Project, Contract, & Compliance Coordinators	Planner III/Manager Project Coordinator I	\$75.00	11 Years or more 1-5 Years	Same as above. Works independently and/or has supervisory responsibilities. Works on large/complex Checks master schedule and work orders, establishes priorities, and changes schedule according to projects,
	Project Coordinator II		6 Years or more	Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+ years o
	Contract Administrator Contract Manager		5 Years or more 5 Years or more	Administers activities concerned with contracts for purchase or sale of equipment, materials, or services, and Manages activities of professional-level personnel concerned with contracts for purchase or sale of
	Compliance Officer I		7 Years or more	Researches and maintains knowledge of regulatory practices and requirements, analyzes the Company's
Project Managers	Compliance Officer II Project Manager I	\$109.00	7 Years or more 2-5 years	Oversees and coordinates the development, maintenance, implementation, and revision of policies and Plans, coordinates, and oversees activities of entire projects to ensure that goals or objectives are
	Project Manager II Project Manager III	\$133.00 \$142.00	5-7 Years 7-10 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has bachelo Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has bachelo
	Project Manager IV	\$215.00	10 years or more	Same as above. Has sole responsibility for multiple large, complex projects. May be executive- level employe
Right-Of-Way Specialists Scientists	Right-of-Way Specialist Environmental Scientist I		12 Years or more 1-5 Years	Secures purchase or lease of land and right-of-ways for construction projects through negotiation with Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their
	Environmental Scientist II		6-10 Years	Same as above. Less oversight of work and more independence. May help train lower-level staff or have
	Environmental Scientist III Environmental Scientist Manager		11 Years or more 10 Years or more	Same as above. Works on large/complex projects. May have supervisory responsibilities. May have a master Oversees the work of scientists. Assigns and directs projects. Serves as expert advisor to clients and interface
	Laboratory Assistant		1-5 Years	Logs samples, tests materials, supports investigation of problems, and identifies corrective actions. Maintains
	Laboratory Manager Archaeologist		6 Years or more 5 Years or more	Responsible for the direction, administration, and operation of the laboratory. Oversees staff and ensures Unearths archaeological sites, and documents, itemizes, and studies unearthed items. Researches, categorize
Cupiquare	Historian		5 Years or more	Creates chronological account of past events dealing with some phase of human activity, either in terms of
Surveyors	Survey Technician I Survey Technician II		0-3 Years 4 Years or more	Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief to Same as above, with more experience. Less direct oversight from supervisor. Typically has some technical
	Surveyor I		1-6 Years 7 Years or more	Professional licensed surveyor who establishes official land, air-space, and water boundaries by surveying.
	Surveyor II Party Chief		4 Years or more	Same as above. May supervise/train lower-level surveyors and/or survey technicians. Typically has college Plans, organizes, and directs work of one or more survey parties engaged in surveying the Earth's surface to
	Survey Manager		8 Years or more	Plans, manages, and directs surveying/mapping activities and related projects. Supervises professional
Technical Writers	Principal Surveyor Word Processor		10 Years or more 0 Years or more	Final responsibility for planning and direction of all aspects of a firm's surveying operations, including busine Types, compiles, edits, prints, and stores documents, such as correspondence, reports, records, forms, minut
	Technical Writer	\$92	1 Year or more	Writes and updates material for reports, manuals, briefs, proposals, instruction books, catalogs, and related Refines work and heads and coordinates activities of writers engaged in preparing technical/scientific materi
	Technical Editor		3 Years or more	

# Docusign Envelope ID: BDE979BE-4773-4B73-BBDF-B984F69419F0 **CONVENTUM GROUP**

Area of Europia	Position Hou	rly Rate Drofoesianal Europa	Qualifications
Area of Expertise Administrative Support	Administrative Support Assistant I	rly Rate Professional Experience  0-2 Years	Qualifications  General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Support Assistant II Administrative Support Assistant III	2-3 Years 3-4 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school Same as above, with more experience, and less oversight. Able to lead one or more major program
Analytics Development	Administrative Support Assistant IV Data Architect I	4+ Years or more 2 years	Principal assistant for administrative matters to a departmental head, agency director, or another Requires a bachelor's degree in computer science or a related field, proficiency in database management
	Data Architect II Data Architect III	2-5 Years 5-10 Years	Tvoically requires a bachelor's degree in computer science or a related field, along with 2-5 years of Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of
	Data Architect IV Data Analyst I	10 Years or more 2 Years	Typically requires a master's degree in computer science or a related field, along with 10+ years of Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field,
	Data Analyst II	2-5 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of
	Data Analyst III Data Analyst IV	5-10 Years 10 Years or more	Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of
Auditing	Internal Auditor Job Captain	3 Years or more	Is responsible for auditing accounting, financial, and statistical reports and data within the company to Provides coordination of drafting required to for bidding purposes and construction. May be called to work
	Laboratory Technician I Laboratory Technician II	1-2 Years 2-3 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defined Performs routine scientific tasks under close supervision or from detailed and controlled laboratory
	Laboratory Technician III Laboratory Technician IV	3-5 Years 5-7 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts Performs wide variety of non-routine assignments of differing complexities under general supervisory
	Laboratory Technician V	8-10 Years	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and
Architectural Design	Supervising Laboratory Technician/Laboratory Architect I	10 Years or more 0-1 Years	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree
	Architect II Architect III	1-2 Years 2-4 Years	Developmental level performs routine architectural assignments under direct supervision. Works from Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria
	Architect IV Architect V	4-8 Years 8-12 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent Applies sound and diverse knowledge of architectural principles and practices in broad array of
	Architect VI Architect VII	12-16 Years 16-20 Years	Responsible for interpreting, organizing, executing, and coordinating assignments. Plans and develops
	Architect VIII	20 Years or more	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
Commissioning	Commissioning Agent I Commissioning Agent II	1-2 Years 2-4 Years	Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.
	Commissioning Agent III Commissioning Supervisor	4-6 Years 6-10 Years	Senior level commissioning agent. Independently performs non-routine and complex commissioning work Commissioning supervisor. Monitors, reviews, and coordinates all commissioning activities for an assigned
Construction	Commissioning Manager Chief Construction Representative	10 Years or more 10 Years or more	Commissioning manager. Accountable for delivery of commissioning services across multiple projects. May Plans and coordinates all field-inspection activities and reviews the work of Inspectors to ensure
Constitution	Construction Coordinator	1-4 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical
	Construction Manager Construction Representative	6-10 Years 2-5 Years	Responsible, through subordinate Resident Construction Managers, for overall management direction of Ensures. through testing and observation. that the project construction complies with plans and
	Field Engineer Field Superintendent	0-2 Years 2-5 Years	Position monitors the activities of contractors on the construction site within a discipline or multiple Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling
	Materials Manager Materials Tester	5 Years or more	Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate Under general supervision, performs specialized materials testing assignments, including collecting and
	Resident Construction Manager I	1-3 years	Responsible for all field-construction activities on small to medium-size projects. Accountability includes
	Resident Construction Manager II Resident Engineer	3 Years or more 5 Years or more	Responsible for all field-construction activities on a large-scale project. May have own project work force, Position is responsible for multiple construction projects or a single project of a large scale requiring
	Senior Construction Manager Senior Construction Representative	10 Years or more 5-10 Years	Oversees the managerial direction of many projects where technical complexity is at the highest and This level has significant inspection experience with capability of handling large projects of moderate
Contract Management	Contract Administrator I Contract Administrator II	2 Years 2-5 Years	Manages basic contracts, overseeing compliance and documentation. Tvoically handles routine  Coordinates and manages moderately complex contracts and changes, conducting negotiations and
	Contract Manager I Contract Manager II	5-10 Years 10 Years or more	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance
Cost Management	Cost Engineer Cost Manager I	1-2 Years 2-6 Years	Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically Manages cost estimation and control processes for projects of moderate complexity. Coordinates with
	Cost Manager II	6-10 years	Oversees cost management for complex projects, conducting detailed cost analysis, forecasting, and risk
Digital Information	Cost Manager III Digital Information System Coordinator	10 years or more  0-6 Years	Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk  Coordinates the implementation and maintenance of digital information systems, ensuring effective use
Document Management	Digital Information System Manager  Document Controller I	6 Years or more 2 Years	Oversees the strategic planning, implementation, and management of digital information systems within Responsible for organizing and managing project documentation, ensuring accuracy, version control, and
	Document Controller II  Document Manager I	2-5 Years 5-10 Years	Manages the document control process for multiple projects, overseeing document workflows,  Oversees the document management process, ensuring compliance with regulations and organizational
	Document Manager II	10-20 Years or more	Directs strategic document management initiatives, implementing systems for efficient document creation, Assists in the development and implementation of project control systems, including cost estimating,
	Project Controls Engineer I Project Controls Engineer II	2 years 2-5 years	Manages project control activities for moderate to complex projects, developing and implementing cost.
Engineering	Proiect Controls Manager I Engineer I	5-10 Years 0 (with education)	Oversees the project controls function. leading the development and implementation of project control Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent (to
	Engineer II Engineer III	1-4 Years 4-7 Years	Continuing developmental level. performs standard engineering work requiring application of standard Independently evaluates, selects, and applies standard engineering techniques and procedures while using
	Engineer IV Engineer V	7-10 Years 10-13 Years	.Fully competent engineer in all conventional aspects of subject matter or functional area of assignments;  Applies diversified knowledge of engineering principles and practices to broad variety of assignments and
	Engineer VI	13-18 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and
	Engineer VII Engineer VIII	18-23 Years 23-28 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering Makes authoritative decisions and recommendations having significant impact on extensive engineering
	Engineer IX Engineer/Architect Specialist	28 Years or more 3 Years or more	Provides overall supervision to Department to assure that technical. administrative. man-hour. and Performs specialized and advance engineering or architectural work involving project management on the
	Engineer/Architect Supervisor Engineer Technician I	3 Years or more 0-2 Years	Performs supervisory work over professional engineers or architects, and develops, implements, and Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers
	Engineer Technician II Engineer Technician III	2-4 Years 4-6 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Con-ducts a
	Enginner Technician IV	6 Years or more	Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical Performs non-routine and complex assignments with responsibility for planning and conducting a complete
Estimating	Instrument Technician Estimator I Civil	0-2 Years 2 Years	Maintains and operates all instruments and measuring devices needed to complete different types of Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Civil Estimator III Civil	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Civil Estimator   Structural	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Structural	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Structural Estimating Manager Structural	10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Architectural Estimator II Architectural	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Architectural Estimating Manager Architectural	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Electrical Estimator II Electrical	2 Years 2-5 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Electrical	5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimatine Manager Electrical Estimator I Mechanical	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Mechanical Estimator III Mechanical	2-5 Years 5-10 Years	Provide budeetary estimates for particular trade, review design estimates.  Provide budeetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Mechanical Estimating I Plumbing	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimating II Plumbing Estimating III Plumbing	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimate.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Plumbing	10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Comms / IT Estimator II Comms / IT	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator. Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Comms / IT Estimating Manager Comms / IT	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Security Estimator II Security	2 Years 2-5 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Security Estimating Manager Security	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
Interior Design	Interior Design Apprentice	0-4 Years	Review design estimates, provide independent estimates for change orders, support contract and change Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills
	Interior Designer I Interior Designer II	0-2 years (with education) 2-4 Years	Degree in Interior Design with limited experience in professional office. Requires basic understanding of Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic
	Interior Deisgner III Interior Designer IV	4-6 Years 6-8 years	Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to
	Interior Designer V Interior Designer VI	8-10 years 10 years or more	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive
Landscaping	Landscape Architect I (Entry Level) Landscape Architect II	0-2 years (with education) 2-4 years	Entry level professional work requiring bachelor's degree in applicable science and no experience, or the Intermediate professional level with developing ability to perform moderately complex project tasks with
	Landscape Architect III	4-6 years	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring
	Manager of Landscape Architecture Project Accountant	6 years or more 2-4 Years	Provides technical and administrative supervision and direction to assigned landscape architecture and Performs various specialized accounting functions of moderate complexity and ensures that procedures
	Project Manager Project Manager I	1-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial, Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager II Senior Landscape Architect	6 years or more 6 Years or more	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.  Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5
Primavera P6 Support	Technical Support I	2 Years	Primavera P6 Certification Required
	Technical Support II Technical Support III	2-5 Years 5-10 Years	Primavera P6 Certification Required Primavera P6 Certification Required
Proiect Management	Project Engineer Assistant Project Manager	< 2 Years 5-10 Years	A bachelor's degree in engineering is required, with strong technical skills and an eagerness to learn from Along with a bachelor's degree in a relevant field (engineering or construction management preferred).
		2-5 years	A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on
	Project Manager Functional II		
	Project Manager Functional II  Project Manager Functional III  Project Manager Functional IV	5-7 Years 5-7 Years 7-10 Years 10 years or more	5-7 years of experience managing projects, with a strong understanding of public works procedures and 7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder 10+ years of experience managing large-scale public works projects, with a proven track record of success.

# Docusign Envelope ID: BDE979BE-4773-4B73-BBDF-B984F69419F0 **CONVENTUM GROUP**

	Principal Project Manager	20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A
Quality Assurance	Facilities QA Inspector I Facilities QA Inspector II	0-2 Years 2-4 years	Entry level facilities quality assurance inspector. Performs simple and routine tasks under close supervision Mid-level facilities quality assurance inspector. Performs non-routine assignments of substantial variety
	Facilities QA Inspector III Facilities QA Inspector Supervisor	4-7 Years 7 Years or more	Senior level facilities quality assurance inspector. Performs non-routine and complex assignments with Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection
	Civil QA Inspector I Civil QA Inspector II	0-2 Years 2-4 years	Entry level civil quality assurance inspector. Performs simple and routine tasks under close supervision by Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and
	Civil Senior QA Inspector	4-7 Years	Senior level civil quality assurance inspector. Performs non-routine assignments of substantial variety and
	Civil Senior QA Inspector Supervisor Civil Electrical QA Inspector	7 Years or more 4 Years or more	Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities.  Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial
Quality Control Risk Management	Quality-Control Engineer Risk Manager I	4 years or more 2 Years	Position involves the performance of conventional quality-control functions within a discipline to ensure A bachelor's degree in risk management, finance, or a related field is required. Experience in risk
nus management	Risk Manager II	2-5 Years	2-5 years of experience in risk management, with a strong understanding of risk management frameworks
	Risk Manager III Risk Manager IV	5-10 Years 10-20 Years or more	5-10 years of experience in risk management, with a proven track record of implementing and managing 10+ years of experience in risk management, with leadership experience in a risk management team.
Scheduling	Scheduler I Scheduler II	0-2 Years 2-4 Years	An associate's degree or relevant experience in project scheduling is preferred. Strong organizational skills 2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules.
	Scheduler III	5-7 Years	5-7 years of experience in complex project scheduling, with a proven track record of managing multiple
Specialist Services	Scheduler Manager Scientist I	7 Years or more  0-2 years (with education)	7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a
	Scientist II Scientist III	2-3 Years 3-5 Years	Continuing developmental level, performs standard scientific work requiring application of standard Independently evaluates, selects, and applies standard scientific techniques and procedures while using
	Scientist IV Scientist V	5-10 Years 10 Years or more	Fully competent scientist in all conventional aspects of subject matter or functional area of assignments:  Applies diversified knowledge of scientific principles and practices to broad variety of assignments and
Surveying	Chain/Rod Technician	10 feats of fillore	Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies
	Land Surveyer Party Chief	4 Years or more	Responsible for initiating and completing both the preliminary and final land surveys and ensuring that Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates
Systems Development	Systems Developer I Systems Developer II	2 Years 2-5 Years	Systems Certification Required, Business Process Design, Implementation, Testing Systems Certification Required, Business Process Design, Implementation, Testing
C., 1.,	Systems Developer III	5-10 Years or more	Systems Certification Required. Business Process Design. Implementation. Testing
Systems Support	Technical Support I Technical Support II	2 Years 2-5 Years	Svstems Certification Required Svstems Certification Required
Accounting & Finance	Technical Support III Accounting Technician/Bookkeeper	5-10 Years 2 Years	Systems Certification Required  Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and
	Accountant Accounting Manager	2-5 Years 7 Years or more	Responsible for maintaining a complete and systematic set of records of business transactions. Balances Manages professional level accounting functions and the preparation of reports including earnings,
	Financial Analyst	1 Year or more (with education)	Analyzes past and present financial data of organization and estimates future revenues and expenditures,
Architects (Including Landscape)	Finance Manager Architect I	7 Years or more 0-1 Years	Responsible for the organization's financial information and administration. Supervises accounting. Plans and designs building projects for clients according to their desires, needs, and financial resources,
	Architect II Landscape Architect I	1-2 Years 0-2 years (with education)	Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of Designs and plans development of land areas for projects, such as parks, highways, commercial/residential
	Landscape Architect II Urhan Planner	2-4 years	Same as above. May have supervisory responsibilities. Typically has an associate degree and license with
Cadd & Designers	CADD Technician I	1 Year or more 0-5 Years	Plans and develops comprehensive programs and plans for development, growth, revitalization, and Under general supervision, prepares layouts, drawings, and designs according to engineering specs using
	CADD Technician II Designer/Drafter I	6 years or more 0-5 Years	In addition to above, carries out more novel or complex assignments using more independent judgment.  Assists professionals in designing, planning, and execution of segments of projects. Uses BIM. MEP. CADD.
	Designer/Drafter II	6 years or more	In addition to above, converses with engineers and other subject matter experts to interpret design
	Designer/Drafter III CADD/Designer Supervisor	10 Years or more 10 Years or more	Same as above. Has additional experience and supervisory responsibilities, works on more complex Responsible for the coordination/supervision of operators/designers. Assigns projects, coordinates
Construction Inspectors & Managers	CADD/Designer Manager Construction Inspector I	15 Years or more 0-2 Years	Considered 2nd level manager over projects and personnel to ensure conformance to client requirements.  Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction
	Construction Inspector II Construction Inspector III	3-7 Years 8-11 Years	Same as above. Typically reports to Project Manager or Construction Manager and may have certification Same as above. Inspects difficult/complex phases of construction. May process change orders. May have
	Construction Inspector Lead/Supervisor	11 Years or more	Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or large
	Construction Manager I Construction Manager II	0-5 Years 6-10 Years	Liaison between field staff and proiect manager. Ensures adherence to contract terms. performance.  Same as above. Responsible for larger proiects. Typically requires bachelor's degree and 6–10 years of
Engineers	Construction Manager III Engineering Intern – Student	11 Years or more 0 Years	Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of Under direction of engineer professionals, performs project assignments to acquire relevant work
Enterior	EIT I	0-2 Years	Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform
	EIT II EIT III	3-5 Years 6 Years or more	Performs continuing development-level engineering work, requires application of standard techniques and In addition to above, may coordinate work of technicians. Typically has a bachelor's or master's degree,
	Engineer I Engineer II	4-8 Years 9-13 Years	Professional engineer (PE) working under general supervision, establishes basic design criteria and PE with responsibility for technical performance on small to medium projects or designated tasks on large
	Engineer III Engineer IV	14-18 Years 19 Years or more	PE with major responsibility for technical performance on medium to large projects or multiple projects.
	Software Engineer I	0-4 Years	PE with full responsibility for large, complex projects or a number of large projects. Generally reports Working under general supervision, develops, researches, designs, implements, tests, and evaluates
	Software Engineer II Software Engineer III	5-10 Years 11-15 Years	Same as Software Engineer I, with more autonomy. May have major responsibility on small or medium Same as Software Engineer I, with autonomy and some supervisory responsibilities. Major responsibility or
	Software Engineer IV Engineering Manager	16 Years or more 10 Years or more	Same as Software Engineer I, with full autonomy and supervisory responsibilities. Major or full Has on-site responsibility for day-to-day operations of a firm office separate from the main office (i.e.
	Engineering VP	12 Years or more	Responsible for a segment, discipline, business unit, geographic region, or project type. In larger firms,
Geographic Information Systems (GIS)	GIS I	1-2 Years 3-7 Years	Creates/maintains databases. maps. and graphs that can be combined with geographically referenced Same as above. Less oversight of work and more independence. May have limited supervisory
Graphic Designers	GIS III Graphic I	8 Years or more 1-5 Years	Same as above. Works without supervision, and may supervise others. Typically has a bachelor's degree of Designs art and layouts for material to be presented by visual communications media such as books.
	Graphic II	6 Years or more	Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+
Information Technology (IT)	Graphic Manager IT Technician	7 Years or more 1-5 Years	Supervises graphic design staff. Decision-maker with final say of layout and content of materials.  Plans and coordinates activities such as the installation and upgrading of hardware and software,
	Network/Systems Administrator Programmer Analyst	3-5 Years 5 Years or more	Administers design, organization, and implementation of network, and heads technical support staff who Analyzes and critiques computer programs and systems, and develops new programs. Reviews users'
Marketing	IT Department Manager Marketing Assistant	5 Years or more	Responsible for firm's computerized operations. Oversees IT technicians and network administrators. Plan
Marketing	Marketine Associate	1-5 Years 6 Years or more	Provides administrative support for marketine activities. High school graduate with 1–5 years of experienc Gives support to advertising programs to promote products or services. Assists in the development and
	Marketing Manager Marketing Director	5 Years or more 5 Years or more	Responsible for planning, coordinating, executing and evaluating strategic marketing plans. Leads teams Senior member of firm management who is responsible for all marketing activities, research, market
	Business Development Associate Business Development Manager/Director	5 Years or more 7 Years or more	Seeks business opportunities for the firm. Majority of time is spent making client contacts. Responsible for
Office	Administrative Assistant I	0-2 Years	Manages and aids in the analyzing, planning, research, and development of organization's objectives and General office duties such as answering ohones, preparing correspondence and reports, scheduling and
	Administrative Assistant II Executive Assistant	2-3 Years 5 Years or more	Same as above, but with additional/more complex duties, more experience, and less oversight. High school Supports executive by handling a wide variety of situations involving the administrative functions of the
	Office Manager Records Specialist	5 Years or more 2 Years or more	Manages and organizes office operations and procedures, such as word processing, bookkeeping, Maintains official records. Oversees on- and off-site storage, retention schedules, and disaster recovery
	HR Generalist	3 Years or more	Responsible for day-to-day HR functions such as employee relations, payroll, benefits, training, hiring, etc.
Photogrammetists	HR Manager Photogrammetist I	5 Years or more 1-6 Years	Responsible for coordinating the hiring, training, and retention of professional staff for the firm, benefits Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data
Pilots	Photogrammetist II Pilot (non-iet)	7 Years or more 8 Years or more	Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of Pilots corporate turboprop or piston airolanes to transport passengers, mail. or freight, or for other
Planners	Planner I Planner II	0-5 Years 6-10 Years	Develoos scooe and cost estimates, and manages budgets and schedules. May have a bachelor's degree or Same as above but with more experience/education. May lead small teams. Has bachelor's degree and
Burling Country of Co. 11.	Planner III/Manager	11 Years or more	Same as above. Works independently and/or has supervisory responsibilities. Works on large/complex
Project, Contract, & Compliance Coordinators	Project Coordinator I Project Coordinator II	1-5 Years 6 Years or more	Checks master schedule and work orders, establishes priorities, and changes schedule according to Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+ year:
	Contract Administrator Contract Manager	5 Years or more 5 Years or more	Administers activities concerned with contracts for purchase or sale of equipment, materials, or services, Manages activities of professional-level personnel concerned with contracts for purchase or sale of
	Compliance Officer I	7 Years or more	Researches and maintains knowledge of regulatory practices and requirements, analyzes the Company's
Proiect Managers	Compliance Officer II Proiect Manaeer I	7 Years or more 2-5 years	Oversees and coordinates the development, maintenance, implementation, and revision of policies and Plans, coordinates, and oversees activities of entire projects to ensure that goals or objectives are
	Project Manager II Project Manager III	5-7 Years 7-10 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has
Right-Of-Way Specialists	Project Manager IV \$325 Right-of-Way Specialist	10 years or more 12 Years or more	Same as above. Has sole responsibility for multiple large, complex projects. May be executive- level Secures purchase or lease of land and right-of-ways for construction projects through negotiation with
Scientists	Environmental Scientist I	1-5 Years	Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their
	Environmental Scientist II Environmental Scientist III	6-10 Years 11 Years or more	Same as above. Less oversieht of work and more independence. May help train lower-level staff or have Same as above. Works on large/complex projects. May have supervisory responsibilities. May have a
	Environmental Scientist Manager Laboratory Assistant	10 Years or more 1-5 Years	Oversees the work of scientists. Assigns and directs projects. Serves as expert advisor to clients and Logs samples, tests materials, supports investigation of problems, and identifies corrective actions.
	Laboratory Manager	6 Years or more	Responsible for the direction, administration, and operation of the laboratory. Oversees staff and ensures
	Archaeologist Historian	5 Years or more 5 Years or more	Unearths archaeological sites, and documents, itemizes, and studies unearthed items. Researches, Creates chronological account of past events dealing with some phase of human activity, either in terms o
Surveyors	Survey Technician I Survey Technician II	0-3 Years 4 Years or more	Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief  Same as above, with more experience, Less direct oversight from supervisor, Typically has some technical
	Surveyor I	1-6 Years	Professional licensed survevor who establishes official land. air-space. and water boundaries by surveving.
	Survevor II Partv Chief	7 Years or more 4 Years or more	Same as above. May supervise/train lower-level survevors and/or survev technicians. Tvoically has college Plans, organizes, and directs work of one or more survey parties engaged in surveying the Earth's surface t
	Survey Manager Principal Surveyor	8 Years or more 10 Years or more	Plans. manages. and directs surveving/mapping activities and related projects. Supervises professional Final responsibility for planning and direction of all aspects of a firm's surveying operations, including
Technical Writers	Word Processor	0 Years or more	Types, compiles, edits, prints, and stores documents, such as correspondence, reports, records, forms,
Technical Writers	Word Processor Technical Writer Technical Editor Proposal Writer	0 Years or more 1 Year or more 3 Years or more 2 Years or more	Types, compiles, edits, prints, and stores documents, such as correspondence, reports, records, forms, Writes and updates material for reports, manuals, briefs, prosposals, instruction books, catalose, and Refines work and heads and coordinates activities of writers engaged in preparing technical/scientific Coordinates the full life-cycle of proposal development. Reviews requests for proposals.

Area of Secretary	Parision	Desfession - 1 Company	Out Mark and
Area of Expertise Administrative Support	Position Hourly Rate  Administrative Support Assistant I	Professional Experience 0-2 Years	Qualifications  General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Support Assistant II Administrative Support Assistant III	2-3 Years 3-4 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school Same as above, with more experience, and less oversight. Able to lead one or more major program
Analytics Development	Administrative Support Assistant IV  Data Architect I	4+ Years or more 2 years	Principal assistant for administrative matters to a departmental head, agency director, or another Requires a bachelor's degree in computer science or a related field, proficiency in database management
Analyuts Development	Data Architect II	2-5 Years	Typically requires a bachelor's degree in computer science or a related field, along with 2-5 years of
	Data Architect III Data Architect IV	5-10 Years 10 Years or more	Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of Typically requires a master's degree in computer science or a related field, along with 10+ years of
	Data Analyst I Data Analyst II	2 Years 2-5 Years	Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field, Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of
	Data Analyst III Data Analyst IV	5-10 Years 10 Years or more	Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of
Auditing	Internal Auditor	3 Years or more	Is responsible for auditing accounting, financial, and statistical reports and data within the company to
	Job Captain Laboratory Technician I	1-2 Years	Provides coordination of draftine required to for biddine purposes and construction. May be called to work Entry-level laboratory services where work is closely supervised and in accordance with well-defined
	Laboratory Technician II  Laboratory Technician III	2-3 Years 3-5 Years	Performs routine scientific tasks under close supervision or from detailed and controlled laboratory  Performs standardized or prescribed assignments involving a sequence of related operations. Conducts
	Laboratory Technician IV Laboratory Technician V	5-7 Years 8-10 Years	Performs wide variety of non-routine assignments of differing complexities under general supervisory Performs non-routine and complex scientific laboratory assignments with responsibility for planning and
Architectural Design	Supervising Laboratory Technician/Laboratory Architect I	10 Years or more 0-1 Years	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree
Architectulal Design	Architect II	1-2 Years	Developmental level performs routine architectural assignments under direct supervision. Works from
	Architect III Architect IV	2-4 Years 4-8 Years	Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria Fully competent architect in all conventional aspects of architecture. Performs work requiring independent
	Architect V Architect VI	8-12 Years 12-16 Years	Applies sound and diverse knowledge of architectural principles and practices in broad array of Responsible for interpreting, organizing, executing, and coordinating assignments. Plans and develops
	Architect VII Architect VIII	16-20 Years 20 Years or more	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
Commissioning	Commissioning Agent I Commissioning Agent II	1-2 Years 2-4 Years	Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.
	Commissioning Agent III	4-6 Years	Senior level commissioning agent. Independently performs non-routine and complex commissioning work
	Commissioning Supervisor Commissioning Manager	6-10 Years 10 Years or more	Commissioning supervisor. Monitors. reviews. and coordinates all commissioning activities for an assigned Commissioning manager. Accountable for delivery of commissioning services across multiple projects. May
Construction	Chief Construction Representative Construction Coordinator	10 Years or more 1-4 Years	Plans and coordinates all field-inspection activities and reviews the work of Inspectors to ensure Position supervises the installation of (discipline) equipment, systems, and components, using the technical
	Construction Manager Construction Representative	6-10 Years 2-5 Years	Responsible, through subordinate Resident Construction Managers, for overall management direction of Ensures, through testing and observation, that the project construction complies with plans and
	Field Engineer	0-2 Years	Position monitors the activities of contractors on the construction site within a discipline or multiple
	Field Superintendent Materials Manager	2-5 Years 5 Years or more	Responsible for the day-to-day construction activities of contractors on-site with regard to scheduline Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate
	Materials Tester Resident Construction Manager I	1-3 years	Under general supervision, performs specialized materials testing assignments, including collecting and Responsible for all field-construction activities on small to medium-size projects. Accountability includes
	Resident Construction Manager II Resident Engineer	3 Years or more 5 Years or more	Responsible for all field-construction activities on a large-scale project. May have own project work force, Position is responsible for multiple construction projects or a single project of a large scale requiring
	Senior Construction Manager Senior Construction Representative	10 Years or more 5-10 Years	Oversees the managerial direction of many projects where technical complexity is at the highest and This level has significant inspection experience with capability of handling large projects of moderate
Contract Management	Contract Administrator I	2 Years	Manages basic contracts, overseeing compliance and documentation. Typically handles routine
	Contract Administrator II Contract Manager I	2-5 Years 5-10 Years	Coordinates and manages moderately complex contracts and changes, conducting negotiations and Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid
Cost Management	Contract Manager II Cost Engineer	10 Years or more 1-2 Years	Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically
	Cost Manager I Cost Manager II	2-6 Years 6-10 years	Manages cost estimation and control processes for projects of moderate complexity. Coordinates with Oversees cost management for complex projects, conducting detailed cost analysis, forecasting, and risk
Digital Information	Cost Manager III Digital Information System Coordinator	10 years or more 0-6 Years	Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk  Coordinates the implementation and maintenance of digital information systems, ensuring effective use
	Digital Information System Manager	6 Years or more	Oversees the strategic planning, implementation, and management of digital information systems within
Document Management	Document Controller I  Document Controller II	2 Years 2-5 Years	Responsible for organizing and managing project documentation, ensuring accuracy, version control, and Manages the document control process for multiple projects, overseeing document workflows,
	Document Manager I Document Manager II	5-10 Years 10-20 Years or more	Oversees the document management process, ensuring compliance with regulations and organizational Directs strategic document management initiatives, implementing systems for efficient document creation,
	Project Controls Engineer I Project Controls Engineer II	2 years 2-5 years	Assists in the development and implementation of project control systems, including cost estimating,  Manages project control activities for moderate to complex projects, developing and implementing cost.
	Proiect Controls Manager I	5-10 Years	Oversees the project controls function. leading the development and implementation of project control
Engineering	Engineer I 93.	0 (with education) 29 1-4 Years	Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent (to Continuing developmental level, performs standard engineering work requiring application of standard
	Engineer III 101. Engineer IV	29 4-7 Years 7-10 Years	Independently evaluates, selects, and applies standard engineering techniques and procedures while using .Fully competent engineer in all conventional aspects of subject matter or functional area of assignments;
	Engineer V 154. Engineer VI	55 10-13 Years 13-18 Years	Applies diversified knowledge of engineering principles and practices to broad variety of assignments and Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and
	Engineer VII 228.	13 18-23 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering
	Engineer IX 234.	71 23-28 Years 71 28 Years or more	Makes authoritative decisions and recommendations having significant impact on extensive engineering Provides overall supervision to Department to assure that technical, administrative, man-hour, and
	Engineer/Architect Specialist Engineer/Architect Supervisor	3 Years or more 3 Years or more	Performs specialized and advance engineering or architectural work involving project management on the Performs supervisory work over professional engineers or architects, and develops, implements, and
	Engineer Technician I Engineer Technician II	0-2 Years 2-4 Years	Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers Performs standardized or prescribed assignments involving a sequence of related operations. Conducts a
	Engineer Technician III Enginner Technician IV	4-6 Years 6 Years or more	Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical Performs non-routine and complex assignments with responsibility for planning and conducting a complete
	Instrument Technician	0-2 Years	Maintains and operates all instruments and measuring devices needed to complete different types of
Estimating	Estimator I Civil Estimator II Civil	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Civil Estimating Manager Civil	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Structural Estimator II Structural	2 Years 2-5 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Structural Estimating Manager Structural	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Architectural	2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Architectural Estimator III Architectural	2-5 Years 5-10 Years	Provide budeetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Architectural Estimator   Electrical	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Electrical Estimator III Electrical	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Electrical	10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Mechanical Estimator II Mechanical	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Mechanical Estimating Manager Mechanical	5-10 Years 10-20 Years or more	Provide budeetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimating I Plumbing Estimating II Plumbing	2 Years 2-5 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimate.
	Estimating III Plumbing Estimating Manager Plumbing	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Comms / IT	2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Comms / IT Estimator III Comms / IT	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Comms / IT Estimator I Security	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Security Estimator III Security	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
Interior Design	Estimating Manager Security Interior Design Apprentice	10-20 Years or more 0-4 Years	Review design estimates, review design estimates, review proposals and but design, provide analysis of Review design estimates, provide independent estimates for change orders, support contract and change Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills
Interior DESIGN	Interior Designer I	0-2 years (with education)	Degree in Interior Design with limited experience in professional office. Requires basic understanding of
	Interior Designer II Interior Designer III	2-4 Years 4-6 Years	Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II
	Interior Designer IV Interior Designer V	6-8 years 8-10 years	Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive
Landscaping	Interior Designer VI Landscape Architect I (Entry Level)	10 years or more 0-2 years (with education)	Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive Entry level professional work requiring bachelor's degree in applicable science and no experience, or the
	Landscape Architect II	2-4 years	Intermediate professional level with developing ability to perform moderately complex project tasks with
	Landscape Architect III Manager of Landscape Architecture	4-6 years 6 years or more	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring Provides technical and administrative supervision and direction to assigned landscape architecture and
	Project Accountant Project Manager	2-4 Years	Performs various specialized accounting functions of moderate complexity and ensures that procedures Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager I Project Manager II	1-6 Years 6 years or more	Responsible for supervising, directing, and coordinating construction management of commercial, Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.
	Senior Landscape Architect	6 Years or more	Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5
Primavera P6 Support	Technical Support I Technical Support II	2 Years 2-5 Years	Primavera P6 Certification Required Primavera P6 Certification Required
Proiect Management	Technical Support III Project Engineer	5-10 Years < 2 Years	Primavera P6 Certification Reouired  A bachelor's degree in engineering is required, with strong technical skills and an eagerness to learn from
	Assistant Proiect Manager	5-10 Years	Along with a bachelor's degree in a relevant field (engineering or construction management preferred).
	Project Manager Functional I Project Manager Functional II	2-5 years 5-7 Years	A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on 5-7 years of experience managing projects, with a strong understanding of public works procedures and
	Project Manager Functional III	7-10 Years 10 years or more	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder 10+ years of experience managing large-scale public works projects, with a proven track record of success.
	Project Manager Functional IV		

1	Principal Project Manager		20 years or more	Proven leadership skills and a distinguished career in managing high-profile public work	rs projects A
Quality Assurance	Facilities QA Inspector I		0-2 Years	Entry level facilities quality assurance inspector. Performs simple and routine tasks und	der close supervision
	Facilities QA Inspector II Facilities QA Inspector III		2-4 years 4-7 Years	Mid-level facilities quality assurance inspector. Performs non-routine assignments of su Senior level facilities quality assurance inspector. Performs non-routine and complex as	
	Facilities QA Inspector Supervisor Civil QA Inspector I		7 Years or more 0-2 Years	Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all Entry level civil quality assurance inspector. Performs simple and routine tasks under cl	
	Civil QA Inspector II Civil Senior QA Inspector		2-4 years	Mid-level civil quality assurance inspector. Performs non-routine assignments of substa	antial variety and
	Civil Senior QA Inspector Supervisor		4-7 Years 7 Years or more	Senior level civil quality assurance inspector. Performs non-routine assignments of subs Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all insp	pection activities.
Quality Control	Civil Electrical QA Inspector Quality-Control Engineer		4 Years or more 4 years or more	Full experienced quality assurance electrical inspector. Performs non-routine assignment Position involves the performance of conventional quality-control functions within a dispersion of the performance of conventional quality-control functions within a dispersion of the performance of conventional quality-control functions within a dispersion of the performance of the	
Risk Management	Risk Manager I		2 Years	A bachelor's degree in risk management, finance, or a related field is required. Experien	
	Risk Manager III Risk Manager III		2-5 Years 5-10 Years	2-5 years of experience in risk management, with a strong understanding of risk management. With a proven track record of implement.	ing and managing
Scheduling	Risk Manager IV Scheduler I		10-20 Years or more 0-2 Years	10+ years of experience in risk management, with leadership experience in a risk management.	
	Scheduler II			2-4 years of experience in project scheduling, with the ability to develop and maintain project sche 5-7 years of experience in complex project scheduling, with a proven track record of managing mul	
	Scheduler Manager		5-7 Years 7 Years or more	7+ years of experience in project scheduling, with strong leadership and communication	n skills. Ability to
Specialist Services	Scientist I Scientist II		0-2 years (with education) 2-3 Years	Entry level professional requiring Bachelor's Degree in Science and no experience, or th Continuing developmental level, performs standard scientific work requiring application	
	Scientist III Scientist IV		3-5 Years 5-10 Years	Independently evaluates, selects, and applies standard scientific techniques and proced Fully competent scientist in all conventional aspects of subject matter or functional are	
	Scientist V		10 Years or more	Applies diversified knowledge of scientific principles and practices to broad variety of a	ssignments and
Surveying	Chain/Rod Technician Land Surveyer			Stakes out and elevates survey points. Performs maintenance of certain equipment and Responsible for initiating and completing both the preliminary and final land surveys an	
Systems Development	Party Chief Systems Developer I		4 Years or more 2 Years	Organizes and maintains efficiency of field survey crew in completing specific jobs. According Systems Certification Required, Business Process Design, Implementation, Testing	
	Systems Developer II		2-5 Years	Systems Certification Required, Business Process Design, Implementation, Testing	
Svstems Support	Systems Developer III Technical Support I		5-10 Years or more 2 Years	Systems Certification Required. Business Process Design. Implementation. Testing Systems Certification Required	
	Technical Support II Technical Support III		2-5 Years 5-10 Years	Systems Certification Required Systems Certification Required	
Accounting & Finance	Accounting Technician/Bookkeeper		2 Years	Under supervision, performs a variety of routine tasks, including reconciling bank account	unts, posting to and
	Accountant Accounting Manager	164.07	2-5 Years 7 Years or more	Responsible for maintaining a complete and systematic set of records of business trans Manages professional level accounting functions and the preparation of reports includi	ng earnings,
	Financial Analyst Finance Manager		1 Year or more (with education) 7 Years or more	Analyzes past and present financial data of organization and estimates future revenues Responsible for the organization's financial information and administration. Supervises	
Architects (Including Landscape)	Architect I		0-1 Years	Plans and designs building projects for clients according to their desires, needs, and fine	ancial resources,
	Architect II Landscape Architect I		1-2 Years 0-2 years (with education)	Same as above. May have supervisory responsibilities. Typically has a bachelor's degree Designs and plans development of land areas for projects, such as parks, highways, con	nmercial/residential
	Landscape Architect II Urban Planner		2-4 years 1 Year or more	Same as above. May have supervisory responsibilities. Typically has an associate degree Plans and develops comprehensive programs and plans for development, growth, revit-	e and license with
Cadd & Designers	CADD Technician I		0-5 Years	Under general supervision, prepares layouts, drawings, and designs according to engine	eering specs using
	CADD Technician II Designer/Drafter I		6 years or more 0-5 Years	In addition to above, carries out more novel or complex assignments using more indepe Assists professionals in designing, planning, and execution of segments of projects. Use	s BIM. MEP. CADD.
	Designer/Drafter II Designer/Drafter III		6 years or more 10 Years or more	In addition to above, converses with engineers and other subject matter experts to inte	erpret design
	CADD/Designer Supervisor		10 Years or more	Same as above. Has additional experience and supervisory responsibilities, works on m Responsible for the coordination/supervision of operators/designers. Assigns projects.	coordinates
Construction Inspectors & Managers	CADD/Designer Manager Construction Inspector I		15 Years or more 0-2 Years	Considered 2nd level manager over projects and personnel to ensure conformance to c Observes and inspects construction of bridges, buildings, dams, highways, and other ty	pes of construction
	Construction Inspector II Construction Inspector III		3-7 Years 8-11 Years	Same as above. Typically reports to Project Manager or Construction Manager and may Same as above. Inspects difficult/complex phases of construction. May process change	y have certification
	Construction Inspector Lead/Supervisor		11 Years or more	Performs/supervises complex tasks. Responsible for training/supervision of technicians	and/or large
	Construction Manager I Construction Manager II		0-5 Years 6-10 Years	Liaison between field staff and project manager. Ensures adherence to contract terms.  Same as above. Responsible for larger projects. Typically requires bachelor's degree and	
r	Construction Manager III		11 Years or more	Same as above. Responsible for largest projects. Typically requires bachelor's degree an	nd 11+ vears of
Engineers	Engineering Intern – Student EIT I	93.29	0 Years 0-2 Years	Under direction of engineer professionals, performs project assignments to acquire rele Entry-level/new graduate who uses prescribed methods, standard techniques, and prac-	ctices to perform
	EIT II EIT III		3-5 Years 6 Years or more	Performs continuing development-level engineering work, requires application of stand In addition to above, may coordinate work of technicians. Typically has a bachelor's or	
	Engineer I	101.29	4-8 Years	Professional engineer (PE) working under general supervision, establishes basic design	criteria and
	Engineer II Engineer III	154.65 228.13	9-13 Years 14-18 Years	PE with responsibility for technical performance on small to medium projects or design PE with major responsibility for technical performance on medium to large projects or i	
	Engineer IV Software Engineer I	234.71	19 Years or more 0-4 Years	PE with full responsibility for large, complex projects or a number of large projects. Gen Working under general supervision, develops, researches, designs, implements, tests, a	nerally reports
	Software Engineer II		5-10 Years	Same as Software Engineer I, with more autonomy. May have major responsibility on s	mall or medium
	Software Engineer III Software Engineer IV		11-15 Years 16 Years or more	Same as Software Engineer I, with autonomy and some supervisory responsibilities. Ma Same as Software Engineer I, with full autonomy and supervisory responsibilities. Majo	
	Engineering Manager Engineering VP	234.71 234.71	10 Years or more 12 Years or more	Has on-site responsibility for day-to-day operations of a firm office separate from the n Responsible for a segment, discipline, business unit, geographic region, or project type.	
Geographic Information Systems (GIS)	GIS I	£37.7 ±	1-2 Years	Creates/maintains databases. maps, and graphs that can be combined with geographic	cally referenced
	GIS III		3-7 Years 8 Years or more	Same as above. Less oversight of work and more independence. May have limited supe Same as above. Works without supervision, and may supervise others. Typically has a b	
Graphic Designers	Graphic I Graphic II		1-5 Years 6 Years or more	Designs art and layouts for material to be presented by visual communications media s Same as above. May have limited supervisory responsibilities. Bachelor's degree with a	
	Graphic Manager		7 Years or more	Supervises graphic design staff. Decision-maker with final say of layout and content of	materials.
Information Technology (IT)	IT Technician Network/Systems Administrator		1-5 Years 3-5 Years	Plans and coordinates activities such as the installation and upgrading of hardware and Administers design, organization, and implementation of network, and heads technical	
	Programmer Analyst IT Department Manager		5 Years or more 5 Years or more	Analyzes and critiques computer programs and systems, and develops new programs. F Responsible for firm's computerized operations. Oversees IT technicians and network a	
Marketing	Marketing Assistant		1-5 Years	Provides administrative support for marketing activities. High school graduate with 1-5	vears of experience
	Marketing Associate Marketing Manager		6 Years or more 5 Years or more	Gives support to advertising programs to promote products or services. Assists in the d Responsible for planning, coordinating, executing and evaluating strategic marketing pl	
	Marketing Director  Business Development Associate		5 Years or more 5 Years or more	Senior member of firm management who is responsible for all marketing activities, reso Seeks business opportunities for the firm. Majority of time is spent making client conta	
	Business Development Manager/Director		7 Years or more	Manages and aids in the analyzing, planning, research, and development of organizatio	n's objectives and
Office	Administrative Assistant I Administrative Assistant II		0-2 Years 2-3 Years	General office duties such as answering phones, preparing correspondence and reports  Same as above, but with additional/more complex duties, more experience, and less ov	
	Executive Assistant Office Manager		5 Years or more 5 Years or more	Supports executive by handling a wide variety of situations involving the administrative Manages and organizes office operations and procedures, such as word processing, box	
	Records Specialist		2 Years or more	Maintains official records. Oversees on- and off-site storage, retention schedules, and off-site storage schedules, and off-site sched	disaster recovery
	HR Generalist HR Manager		3 Years or more 5 Years or more	Responsible for day-to-day HR functions such as employee relations, payroll, benefits, t Responsible for coordinating the hiring, training, and retention of professional staff for	
Photogrammetists					
	Photogrammetist I		1-6 Years 7 Years or more	Measures and assesses aerial photographs to prepare detailed maps and drawings. Exa	mines source data
Pilots	Photogrammetist II Pilot (non-iet)		7 Years or more 8 Years or more	Same as above. May supervise others or work independently. Bachelor's degree with 7- Pilots corporate turboprop or piston airplanes to transport passengers, mail, or freight.	+ vears of or for other
Pilots Planners	Photogrammetist II		7 Years or more 8 Years or more 0-5 Years	Same as above. May supervise others or work independently. Bachelor's degree with 7- Pilots corporate turboroop or piston airolanes to transport posseneers. mail. or freight. Develops scope and cost estimates, and manaees budeets and schedules. May have a b	+ vears of or for other pachelor's degree or
Planners	Photogrammetist II Pilot (non-iet) Planner II Planner III Planner III/Manager		7 Years or more 8 Years or more 0-5 Years 6-10 Years 11 Years or more	Same as above. May supervise others or work independently. Bachelor's deeree with 7 Pilots corporate turbooroo or oiston airolanes to transport passeneers, mail. or freieht. Develobs scope and cost estimates, and manae	thines source data + vears of or for other pachelor's degree or elor's degree and n large/complex
	Photoerammetist II Pilot (non-li) Planner II Planner III Planner III/Manaæer Project Coordinator I Project Coordinator II		7 Years or more 8 Years or more 0-5 Years 6-10 Years 11 Years or more 1-5 Years 6 Years or more	Same as above. May supervise others or work independently. Bachelor's decree with 7- Pilots corporate turbooroo or oiston airolanes to transport assensers, mail: or freieth. Develops scope and cost estimates, and manages budgets and schedules, May have at Same as above but with more experience/education. May lead small teams. Has bache Same as above, Works independently and/or has supervisory responsibilities. Works or Checks master schedule and work orders, establishes priorities, and changes schedule Same as above. May have limited supervisory responsibilities. Typically has bachelor's to	+ vears of or for other action's degree or alcor's degree and or large/complex according to degree and 6+ years
Planners	Photogrammetist II Pilot (non-iet) Planner I Planner II Planner III/Manager Project Coordinator I		7 Years or more 8 Years or more 0.5 Years 6-10 Years 11 Years or more 1-5 Years	Same as above. May supervise others or work independently. Bachelor's decree with 7n Pilots corroarte turborour oo riston airolanes to transcort assensers, mall, or frieith peveloss scope and cost estimates, and manaees budeets and schedules. May have a bar as above but with more exertence/education, May lead small teams. Has bached same as above. Works independently and/or has supervisor resonstibilities. Works on checks matter schedule and work orders, establishes priorities, and changes schedule and	whines source data + years of or for other pachelor's degree or elor's degree and haree/complex according to degree and 6+ years terials, or services,
Planners	Photogrammetist II Pilot (non-iet') Planner I Planner II Planner II Planner III Project Coordinator I Project Coordinator II Contract Administrator Contract Manager Comollance Officer I		7 Years or more 8 Years or more 0-5 Years 6-10 Years 11 Years or more 1-5 Years 6-ten or more 5 Years or more 5 Years or more 7 Years or more 7 Years or more 7 Years or more	Same as above. May supervise others or work independently. Bachelor's decree with 7 heliots corroarte turborour oo riston airolanes to transcort assensers, mall, or frieith. Develoos scope and cost estimates, and manaees budeets and schedules. May have a base as above but with more exercines/education, May lead small teams. Has bached same as above. Works independently and/or has supervisory responsibilities. Works on checks master sheet with the supervisory responsibilities. Typically has bachelor's same as above. May have limited supervisory responsibilities. Typically has bachelor's dadministers activities concerned with contracts for purchase or sale of equipment, man Manages activities of professional-level personnel concerned with contracts for purcha Researches and maintains knowledge of regulatory cractices and requirements. analyse	mines source data + vears of or for other bachelor's degree or lor's degree and h large/complex according to degree and 6+ years terials, or services, sse or sale of es the Company's
Planners	Photogrammetist II Pilot (non-iet') Planner I Planner II Planner III Planner III Project Coordinator I Project Coordinator II Contract Administrator Contract Manager Comoliance Officer II Project Manager II		7 Years or more 8 Years or more 0-5 Years 6-10 Years 11 Years or more 1-5 Years 6 Years or more 5 Years or more 5 Years or more 7 Years or more 7 Years or more 7 Years or more 2-2 sears	Same as above. May supervise others or work independently. Bachelor's decree with 7 Pilots corroarte turborour oo riston airolanes to transcort assensers, mall, or frieith. Develoos scooe and cost estimates, and manaees budeets and schedules. May have a base as above but with more exereinee/education. May lead small teams. Has bached same as above. Works independently and/or has supervisory resonsibilities. Works on checks master schedule and worders, establishes priorities, and lenges schedule same as above. May have limited supervisory responsibilities. Typically has bachelor's of Administers activities concerned with contracts for purchas or sale of equipment, man Manages activities of professional-level personnel concerned with contracts for purcha Researches and maintains knowledge of requalatory cractices and recurrements. analyst concerned and professional concerned maintains that the development maintenance. Implementation, and revisio Plans. coordinates and oversides and ordinates the development, maintenance, implementation, and revisio Plans. coordinates and oversides and oversides of entering that each or or or other than a contract of the contract of	mines source data + vears of or for other oachelor's deeree or lot's deeree and a laree/complex according to deeree and 6+ years terials, or services, see or sale of es the Company's on oblicies and ectives are
Planners  Project, Contract, & Compliance Coordinators	Photoerammetist II Pilot (non-iet) Planner I Planner II Planner II Planner II Planner II Planner III Planner III Project Coordinator II Contract Administrator Contract Manager Comoliance Officer I Comoliance Officer II Project Manager I Project Manager I Project Manager I Project Manager I		7 Years or more 8 Years or more 0.5 Years 6-10 Years 11 Years or more 1-5 Years 6 Years or more 5 Years or more 5 Years or more 7 Years or more 7 Years or more 7 Years or more 2-5 years 5-7 Years	Same as above. May supervise others or work independently. Bachelor's decree with 7- Pilots corrorate turboroup or oitson airolanes to transcort assensers, mall or freialt. Develoos scope and cost estimates, and manaees budeets and schedules. May have a ta- Same as above but with more experience/education. May lead small teams. Has bache Same as above. Works independently and/or has supervisory responsibilities. Works or Checks master schedule and work orders, establishes priorities, and changes schedule it Same as above. May have limited supervisory responsibilities. Typically has bachelor's Administers activities concerned with contracts for purchase or sale of equipment, mat Manages activities of professional-level personnel concerned with contracts for purchase Researches and maintains knowledge of regulatory practices and requirements, analyse Oversees and coordinates the development, maintaineance, imidementation, and revisio Plans, coordinates, and oversees activities of entire projects to ensure that eoals or oble Same as above. Has sole resonability for small-to mid-level proincets, and/or multiples	mines source data + vears of or for other anachelor's deeree or lor's deeree and larsee/complex according to degree and 6+ vears terrials, or services, see or sale of es the Company's m of policies and ectives are projects. Has
Planners  Project, Contract, & Compliance Coordinators  Project Managers	Photoerammetist II Pilot (non-iet) Planner I Planner II Planner II Planner III Planner III Planner III Planner III Project Coordinator II Contract Administrator Contract Manager Comoliance Officer I Comoliance Officer I Project Manager I Project Manager II Project Manager II Project Manager III		7 Years or more 8 Years or more 0.5 Years 6-10 Years 11 Years 11 Years or more 1-5 Years or more 5 Years or more 5 Years or more 7 Years or more 7 Years or more 7 Years or more 2-5 years 5-7 Years 7-10 Years 10 Years	Same as above. May supervise others or work independently. Bachelor's decree with 7- Pilots corrorate turboroup or oiton airolanes to transcort passengers, mall or freielst. Develoos scope and cost estimates, and manaees budeets and schedules. May have a ta- same as above but with more experience/deutacin. May lead small teams. Has bache Same as above. Works independently and/or has supervisory responsibilities. Works or Checks master schedule and work orders, establishes priorities, and changes schedule als Same as above. May have limited supervisory responsibilities. Typically has bachelor's of Administers activities concerned with contracts for purchase or sale of equipment, mat Manages activities of professional-level personnel concerned with contracts for purchase Researches and maintains knowledee of regulatory oractices and requirements, analyse Voersees and coordinates the development, maintanace, indimensation, and revision Plans. coordinates, and oversees activities of entire projects to ensure that eoals or obli- Same as above. Has sole responsibility for mid-to large-level projects, and/or multiple Same as above. Has sole responsibility for mid-to large-level projects, and/or multiple Same as above. Has sole responsibility for mid-to large-level projects, and/or multiple Same as above. Has sole responsibility for mid-to large-level projects, and/or multiple Same as above. Has sole responsibility for mid-to large, complex projects. May be ex-	mines source data + vears of or for other oachelor's degree or olor's degree and harses/comolex according to degree and 6+ vears terrials, or services, see or sale of es the Comoanv's on of policies and ectives are projects. Has projects. Has cuttive. I evel
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Planners  Project, Contract, & Compliance Coordinators  Project Managers  Right-Of-Way Specialists	Photogrammetist II Pilot (non-iet) Planner II Planner II Planner III Planner III Planner III Planner III Project Coordinator I Project Coordinator II Contract Administrator Contract Manager Compliance Officer II Compliance Officer II Project Manager III Environmental Scientist II Environmental Scientist II Environmental Scientist III		7 Years or more 8 Years or more 0-5 Years 6-10 Years 11 Years or more 1-5 Years 6 Years or more 5 Years or more 5 Years or more 7 Years or more 7 Years or more 7 Years or more 2-5 years 5-7 Years 10 Years or more 12 Years or more 12 Years or more 13 Years or more 14 Years or more 15 Years or more 15 Years or more 16 Years or more 11 Years or more 11 Years or more 11 Years or more	Same as above. May supervise others or work independently. Bachelor's deeree with 7 Pilots corrorate turborour on sixton airolanes to transcort assensers, mail. or freieth. Develoos scope and cost estimates, and manaees budeets and schedules. May have a tame as above but with more experience/deuctain. May lead small teams. Has back same as above. Works independently and/or has supervisory responsibilities. Works on Checks matter schedule and work orders, establishes priorities, and changes schedule as ame as above. May have limited supervisory responsibilities. Typically has bachelor's fadministers activities concerned with contracts for purchas a demander of equipment, mail Manages activities of professional-level personnel concerned with contracts for purcha Researchs and maintains knowledge of regulatory cractices and recurrements. Analys Oversees and coordinates the development. maintenance, involementation, and revision and the school of the school	mines source data  + vears of  or for other  achelor's decree or  lor's decree and  1 area/comolex  according to  degree and 6 + years  according to  degree and 6 + years  terials, or services,  se or sale of  se sthe Comoanv's  on of oblicies and  ectives are  projects. Has  projects. Has  projects. Has  projects and  the  evel staff or have  s. May have a  o clients and  titve actions.
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Planners  Project, Contract, & Compliance Coordinators  Project Managers  Right-Of-Way Specialists Scientists	Photogrammetist II Pilot (non-iet) Planner II Planner II Planner II Planner II Planner III Planner III Planner III Project Coordinator I Project Coordinator II Contract Administrator Contract Manager Comoliance Officer I Project Manager II Project Manager II Project Manager II Project Manager III Environmental Scientist II Environmental Scientist III Environmental Scienti		7 Years or more 8 Years or more 0.5 Years 6.10 Years 11 Years or more 1.5 Years 6 Years or more 5 Years or more 7 Years or more 7 Years or more 7 Years or more 12 Years 5.7 Years 7.10 Years 10 years or more 12 Years or more 11 Years or more 11 Years or more 15 Years 6.10 Years 11 Years or more 15 Years 6.10 Years 7 Years 7 Years 7 Years or more 1.5 Years 6 Years or more 1.5 Years or more 1.6 Years or more 1.6 Years or more 1.7 Years or more 1.8 Years or more 1.9 Years or more	Same as above. May supervise others or work independently. Bachelor's decree with 7 Pilots corroards turborour oo siton airolanes to transcort assensers, mall, or freight. Develoos scoop and cost estimates, and manages budeets and schedules. May have a kasme as above but with more experience/deuction. May lead small teams. Has bache Same as above. Works independently and/or has supervisory responsibilities. Yupically has bachelor's checks master schedule and work orders, establishes priorities, and changes schedule same as above. May have limited supervisory responsibilities. Typically has bachelor's Administers activities concerned with contracts for purchas erase as deep described to the supervisory responsibilities. Typically has bachelor's Administers activities of entre by purchase or sale of equipment, man Manages activities of entre or purchase or sale of equipment, man Manages activities of entre or oractices and requirements. Analyze overses and coordinates the development, maintenance, implementation, and revisio Plans, coordinates, and oversesses activities of entre oroices to ensure that eads or oil. Same as above. Has sole responsibility for mid-to ingre-level projects, and/or multiple Same as above. Has sole responsibility for mid-to ingre-level projects, and/or multiple Same as above. Has sole responsibility for mid-to ingre-level projects, and/or multiple Same as above. Has sole responsibility for mid-to ingre-level projects, and/or multiple Same as above. Less oversieth of work and more increased to the supervisor or separates to identify and abate or eliminate sources of pollutants that affect people. Same as above. Works on laree/comolex projects was supervisor or responsibility corrects. Serves as sevent advisor to same as above. Works on laree/comolex projects for oversity from supervisor and identifies correce Responsible for the direction, administration, and poeration of the barotaror. Oversee Unearths archaeological sites, and documents, itemizes, and studies unearthed items. I creates	mines source data + vears of or for other aachelor's derive a mode, and choir's derive and alaree/comolex according to degree and falsee/comolex according to degree and 6 vears terials, or services, see or sale of mode, and the comolex are projects. Has projects. Has projects. Has projects, has accused a mode, and their comolex and their comolex and their comolex and their comolex. Has projects has a subject to the comolex and their comolex and their comolex. May have a or clients and their comolex and their co
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Planners  Project, Contract, & Compliance Coordinators  Project Managers  Right-Of-Way Specialists Scientists	Photogrammetist II Pilot (non-iet) Planner II Planner II Planner II Planner II Planner III Planner III Planner III Project Coordinator I Project Coordinator II Contract Administrator Contract Manager Comoliance Officer I Project Manager II Project Manager II Project Manager II Project Manager III Environmental Scientist II Environmental Scientist III Environmental Scienti		7 Years or more 8 Years or more 0.5 Years 6.10 Years 11 Years or more 1.5 Years 6 Years or more 5 Years or more 7 Years or more 7 Years or more 7 Years or more 12 Years 5.7 Years 7.10 Years 10 years or more 12 Years or more 11 Years or more 11 Years or more 15 Years 6.10 Years 11 Years or more 15 Years 6.10 Years 7 Years 7 Years 7 Years or more 1.5 Years 6 Years or more 1.5 Years or more 1.6 Years or more 1.6 Years or more 1.7 Years or more 1.8 Years or more 1.9 Years or more	Same as above. May supervise others or work independently. Bachelor's decree with 7 Pilots corroards turborour oo siton airolanes to transcort assensers, mall, or freight. Develoos scoop and cost estimates, and manages budeets and schedules. May have a kasme as above but with more experience/deuction. May lead small teams. Has bache Same as above. Works independently and/or has supervisory responsibilities. Yupically has bachelor's checks master schedule and work orders, establishes priorities, and changes schedule same as above. May have limited supervisory responsibilities. Typically has bachelor's Administers activities concerned with contracts for purchas erase as deep described to the supervisory responsibilities. Typically has bachelor's Administers activities of entre by purchase or sale of equipment, man Manages activities of entre or purchase or sale of equipment, man Manages activities of entre or oractices and requirements. Analyze overses and coordinates the development, maintenance, implementation, and revisio Plans, coordinates, and oversesses activities of entre oroices to ensure that eads or oil. Same as above. Has sole responsibility for mid-to ingre-level projects, and/or multiple Same as above. Has sole responsibility for mid-to ingre-level projects, and/or multiple Same as above. Has sole responsibility for mid-to ingre-level projects, and/or multiple Same as above. Has sole responsibility for mid-to ingre-level projects, and/or multiple Same as above. Less oversieth of work and more increased to the supervisor or separates to identify and abate or eliminate sources of pollutants that affect people. Same as above. Works on laree/comolex projects was supervisor or responsibility corrects. Serves as sevent advisor to same as above. Works on laree/comolex projects for oversity from supervisor and identifies correce Responsible for the direction, administration, and poeration of the barotaror. Oversee Unearths archaeological sites, and documents, itemizes, and studies unearthed items. I creates	mines source data  + vears of  or for other  achelor's deree or  lor's decree and  larea/comelex  according to  decree and  larea/comelex  according to  decree and 6 - years  errals, or services,  or  services,  or

# **DIG STUDIO**

Dig Category	DOTI Category	Name (s)	Billing Rate
Principal P3	Architect VIII	Bill Vitek	260
Principal P2	Architect VII	Paul Stewart	240
Principal P1	Architect VI		205
	Project Manager	Ryan Sotirakis	
	Manager of Landscape	Greg Adelberg	
Designer VI	Architecture		185
Designer V	Senior Landscape Architect	Will Coleman	165
Designer IV	Landscape Architect III	Kelly Finkowski	155
		Rui Zou Tyson Marinis	
Designer III	Landscape Architect II		142
Danista an II	1 A A A A A A A-	Sara Peppers	404
Designer II	Landscape Architect II	Brice Tegeler	131
Designer I	Landscape Architect I (Entry Leve	Arianna Solomon	125
Administration	Project Accountant	Jennifer Puckett	153

# **Economic Planning Systems (EPS)**

Area of Expertise	Position Hourly Rate	Professional Experience	Qualifications
Administrative Support	Administrative Support Assistant I	0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Support Assistant II Administrative Support Assistant III	2-3 Years 3-4 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school Same as above, with more experience, and less oversight. Able to lead one or more major program
Analytics Development	Administrative Support Assistant IV  Data Architect I	4+ Years or more 2 years	Principal assistant for administrative matters to a departmental head, agency director, or another Requires a bachelor's degree in computer science or a related field, proficiency in database management
	Data Architect II Data Architect III	2-5 Years 5-10 Years	Tvoically requires a bachelor's degree in computer science or a related field, along with 2-5 years of Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of
	Data Architect IV	10 Years or more	Typically requires a master's degree in computer science or a related field, along with 10+ years of
	Data Analyst I Data Analyst II	2 Years 2-5 Years	Tvoically requires a bachelor's degree in mathematics, statistics, computer science, or a related field.  Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of
	Data Analyst III Data Analyst IV	5-10 Years 10 Years or more	Tvoically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of
Auditing	Internal Auditor Job Captain	3 Years or more	Is responsible for auditing accounting, financial, and statistical reports and data within the company to
	Laboratory Technician I	1-2 Years	Provides coordination of drafting required to for bidding purposes and construction. May be called to work Entry-level laboratory services where work is closely supervised and in accordance with well-defined
	Laboratory Technician II Laboratory Technician III	2-3 Years 3-5 Years	Performs routine scientific tasks under close supervision or from detailed and controlled laboratory  Performs standardized or prescribed assignments involving a sequence of related operations. Conducts
	Laboratory Technician IV Laboratory Technician V	5-7 Years 8-10 Years	Performs wide variety of non-routine assignments of differing complexities under general supervisory
	Supervising Laboratory Technician/Laboratory	10 Years or more	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory
Architectural Design	Architect I Architect II	0-1 Years 1-2 Years	Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree Developmental level performs routine architectural assignments under direct supervision. Works from
	Architect III Architect IV	2-4 Years 4-8 Years	Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria Fully competent architect in all conventional aspects of architecture. Performs work requiring independent
	Architect V	8-12 Years	Applies sound and diverse knowledge of architectural principles and practices in broad array of assignment
	Architect VI Architect VII	12-16 Years 16-20 Years	Responsible for interpreting, organizing, executing, and coordinating assignments. Plans and develops Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
Commissioning	Architect VIII Commissioning Agent I	20 Years or more 1-2 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level
· · · · · ·	Commissioning Agent II Commissioning Agent III	2-4 Years 4-6 Years	Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.
	Commissioning Supervisor	6-10 Years	Senior level commissioning agent. Independently performs non-routine and complex commissioning work Commissioning supervisor. Monitors. reviews. and coordinates all commissioning activities for an assigned
Construction	Commissioning Manager Chief Construction Representative	10 Years or more 10 Years or more	Commissioning manager. Accountable for delivery of commissioning services across multiple projects. May Plans and coordinates all field-inspection activities and reviews the work of Inspectors to ensure
	Construction Coordinator Construction Manager	1-4 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical
	Construction Representative	6-10 Years 2-5 Years	Responsible, through subordinate Resident Construction Managers, for overall management direction of Ensures, through testing and observation, that the project construction complies with plans and
	Field Engineer Field Superintendent	0-2 Years 2-5 Years	Position monitors the activities of contractors on the construction site within a discipline or multiple Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling
	Materials Manager Materials Tester	5 Years or more	Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate Under general supervision, performs specialized materials testing assignments, including collecting and
	Resident Construction Manager I	1-3 years	Responsible for all field-construction activities on small to medium-size projects. Accountability includes
	Resident Construction Manager II Resident Engineer	3 Years or more 5 Years or more	Responsible for all field-construction activities on a large-scale project. May have own project work force. Position is responsible for multiple construction projects or a single project of a large scale requiring
	Senior Construction Manager Senior Construction Representative	10 Years or more 5-10 Years	Oversees the managerial direction of many projects where technical complexity is at the highest and This level has significant inspection experience with capability of handling large projects of moderate
Contract Management	Contract Administrator I	2 Years	Manages basic contracts, overseeing compliance and documentation. Typically handles routine
	Contract Administrator II Contract Manager I	2-5 Years 5-10 Years	Coordinates and manages moderately complex contracts and changes, conducting negotiations and Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid
Cost Management	Contract Manager II Cost Engineer	10 Years or more 1-2 Years	Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically
	Cost Manager I	2-6 Years	Manages cost estimation and control processes for projects of moderate complexity. Coordinates with
	Cost Manager II Cost Manager III	6-10 years 10 years or more	Oversees cost management for complex projects, conducting detailed cost analysis, forecasting, and risk Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk
Digital Information	Digital Information System Coordinator Digital Information System Manager	0-6 Years 6 Years or more	Coordinates the implementation and maintenance of digital information systems, ensuring effective use Oversees the strategic planning, implementation, and management of digital information systems within
Document Management	Document Controller I	2 Years	Responsible for organizing and managing project documentation, ensuring accuracy, version control, and
	Document Controller II Document Manager I	2-5 Years 5-10 Years	Manages the document control process for multiple projects, overseeing document workflows, distribution Oversees the document management process, ensuring compliance with regulations and organizational
	Document Manager II Proiect Controls Engineer I	10-20 Years or more 2 years	Directs strategic document management initiatives, implementing systems for efficient document creation Assists in the development and implementation of project control systems, including cost estimating,
	Project Controls Engineer II Project Controls Manager I	2-5 vears 5-10 Years	Manages project control activities for moderate to complex projects, developing and implementing cost.  Oversees the project controls function, leading the development and implementation of project control
Engineering	Engineer I	0 (with education)	Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent (to
	Engineer II Engineer III	1-4 Years 4-7 Years	Continuing developmental level, performs standard engineering work requiring application of standard Independently evaluates, selects, and applies standard engineering techniques and procedures while using
	Engineer IV Engineer V	7-10 Years 10-13 Years	.Fully competent engineer in all conventional aspects of subject matter or functional area of assignments:  Applies diversified knowledge of engineering principles and practices to broad variety of assignments and
	Engineer VI Engineer VII	13-18 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and
	Engineer VIII	18-23 Years 23-28 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering Makes authoritative decisions and recommendations having significant impact on extensive engineering
	Engineer IX Engineer/Architect Specialist	28 Years or more 3 Years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, and Performs specialized and advance engineering or architectural work involving project management on the
	Engineer/Architect Supervisor Engineer Technician I	3 Years or more 0-2 Years	Performs supervisory work over professional engineers or architects, and develops, implements, and
	Engineer Technician II	2-4 Years	Performs simple and routine tasks under close supervision or from detailed procedural euidelines. Gathers Performs standardized or prescribed assienments involving a sequence of related operations. Con-ducts a
	Engineer Technician III Enginner Technician IV	4-6 Years 6 Years or more	Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical Performs non-routine and complex assignments with responsibility for planning and conducting a complete
Estimating	Instrument Technician Estimator I Civil	0-2 Years 2 Years	Maintains and operates all instruments and measuring devices needed to complete different types of Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Civil	2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Civil Estimating Manager Civil	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Structural Estimator II Structural	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Structural	5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Structural Estimator I Architectural	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Architectural Estimator III Architectural	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Architectural Estimator I Electrical	10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Electrical	2 Years 2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Electrical Estimating Manager Electrical	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Mechanical Estimator II Mechanical	2 Years 2-5 Years	Provide support to senior estimators: develoo simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Mechanical	5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimatine Manager Mechanical Estimatine I Plumbine	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimating II Plumbing Estimating III Plumbing	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimate.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimatine Manager Plumbine Estimator I Comms / IT	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator II Comms / IT	2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator. Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Comms / IT Estimating Manager Comms / IT	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Security Estimator II Security	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator III Security	5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
Interior Design	Estimating Manager Security Interior Design Apprentice	10-20 Years or more 0-4 Years	Review design estimates, provide independent estimates for change orders, support contract and change Assists basic drawing preparation. model making. and assembly assignments. Requires basic graphic skills
	Interior Designer I Interior Designer II	0-2 years (with education) 2-4 Years	Degree in Interior Design with limited experience in professional office. Requires basic understanding of Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic
	Interior Deisgner III	4-6 Years	Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II
	Interior Designer IV Interior Designer V	6-8 years 8-10 years	Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive
Landscaping	Interior Designer VI Landscape Architect I (Entry Level)	10 years or more 0-2 years (with education)	Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive Entry level professional work requiring bachelor's degree in applicable science and no experience, or the
	Landscape Architect II Landscape Architect III	2-4 years 4-6 years	Intermediate professional level with developing ability to perform moderately complex project tasks with Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring
	Manager of Landscape Architecture	6 years or more	Provides technical and administrative supervision and direction to assigned landscape architecture and
	Project Accountant Project Manager	2-4 Years	Performs various specialized accounting functions of moderate complexity and ensures that procedures Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager I Project Manager II	1-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial,  Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.
	Senior Landscape Architect	6 years or more 6 Years or more	Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5
Primavera P6 Support	Technical Support I Technical Support II	2 Years 2-5 Years	Primavera P6 Certification Required Primavera P6 Certification Required
Project Management	Technical Support III	5-10 Years	Primavera P6 Certification Required
Proiect Management	Proiect Engineer Assistant Proiect Manager	< 2 Years 5-10 Years	A bachelor's degree in engineering is required, with strong technical skills and an eagerness to learn from Along with a bachelor's degree in a relevant field (engineering or construction management preferred).
		2-5 years	A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on 5-7 years of experience managing projects, with a strong understanding of public works procedures and
	Proiect Manaeer Functional I Proiect Manaeer Functional II	5-7 Years	
	Proiect Manager Functional II Proiect Manager Functional III	7-10 Years	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder
	Proiect Manaeer Functional II Proiect Manaeer Functional III Proiect Manaeer Functional IV Senior Proiect Manaeer	7-10 Years 10 years or more 15 years or more	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder 1-0 years of experience managing large-scale public works projects, with a proven track record of success. Extensive experience (15+ years) leading and mentoring project teams. Expertise in public works
Quality Assurance	Proiect Manaeer Functional II Proiect Manaeer Functional III Proiect Manaeer Functional IV	7-10 Years 10 years or more	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder 10+ years of experience managing large-scale public works projects, with a proven track record of success.

# **Economic Planning Systems (EPS)**

	Facilities QA Inspector Supervisor		7 Years or more	Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection
	Civil QA Inspector I Civil QA Inspector II		0-2 Years 2-4 years	Entry level civil quality assurance inspector. Performs simple and routine tasks under close supervision by Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and
	Civil Senior QA Inspector Civil Senior QA Inspector Supervisor		4-7 Years 7 Years or more	Senior level civil quality assurance inspector. Performs non-routine assignments of substantial variety and Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities.
	Civil Electrical QA Inspector		4 Years or more	Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial
Quality Control Risk Management	Quality-Control Engineer Risk Manager I		4 years or more 2 Years	Position involves the performance of conventional quality-control functions within a discipline to ensure A bachelor's degree in risk management, finance, or a related field is required. Experience in risk
	Risk Manager II Risk Manager III		2-5 Years 5-10 Years	2-5 years of experience in risk management, with a strong understanding of risk management frameworks 5-10 years of experience in risk management, with a proven track record of implementing and managing
	Risk Manager IV		10-20 Years or more	10+ years of experience in risk management, with leadership experience in a risk management team.
Scheduling	Scheduler I Scheduler II		0-2 Years 2-4 Years	An associate's degree or relevant experience in project scheduling is preferred. Strong organizational skills.  2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules.
	Scheduler III Scheduler Manager		5-7 Years 7 Years or more	5-7 years of experience in complex project scheduling, with a proven track record of managing multiple 7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to
Specialist Services	Scientist I		0-2 years (with education)	Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a
	Scientist II Scientist III		2-3 Years 3-5 Years	Continuing developmental level, performs standard scientific work requiring application of standard Independently evaluates, selects, and applies standard scientific techniques and procedures while using
	Scientist IV Scientist V		5-10 Years	Fully competent scientist in all conventional aspects of subject matter or functional area of assignments:  Applies diversified knowledge of scientific principles and practices to broad variety of assignments and
Surveying	Chain/Rod Technician		10 Years or more	Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies
	Land Surveyer Party Chief		4 Years or more	Responsible for initiating and completing both the preliminary and final land surveys and ensuring that Organizes and maintains efficiency of field survey crew in completing specific iobs. Accurately calculates
Systems Development	Systems Developer I		2 Years	Systems Certification Required. Business Process Design. Implementation. Testing
	Systems Developer III Systems Developer III		2-5 Years 5-10 Years or more	Systems Certification Required. Business Process Design. Implementation. Testing Systems Certification Required. Business Process Design. Implementation. Testing
Systems Support	Technical Support I Technical Support II		2 Years 2-5 Years	Systems Certification Required Systems Certification Required
A	Technical Support III		5-10 Years	Systems Certification Required
Accounting & Finance	Accounting Technician/Bookkeeper Accountant		2 Years 2-5 Years	Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and Responsible for maintaining a complete and systematic set of records of business transactions. Balances
	Accounting Manager Financial Analyst		7 Years or more 1 Year or more (with education)	Manages professional level accounting functions and the preparation of reports including earnings.  Analyzes past and present financial data of organization and estimates future revenues and expenditures.
Architects (Including Landscape)	Finance Manager		7 Years or more	Responsible for the organization's financial information and administration. Supervises accounting.
Architects (including Landscape)	Architect I Architect II		0-1 Years 1-2 Years	Plans and designs building projects for clients according to their desires, needs, and financial resources, Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of
	Landscape Architect I  Landscape Architect II		0-2 years (with education) 2-4 years	Designs and plans development of land areas for projects, such as parks, highways, commercial/residential Same as above. May have supervisory responsibilities. Typically has an associate degree and license with 6+
	Urban Planner		1 Year or more	Plans and develops comprehensive programs and plans for development, growth, revitalization, and
Cadd & Designers	CADD Technician I CADD Technician II		0-5 Years 6 years or more	Under general supervision, prepares lavouts, drawings, and designs according to engineering specs using In addition to above, carries out more novel or complex assignments using more independent indement.
	Designer/Drafter II		0-5 Years 6 years or more	Assists professionals in designing, planning, and execution of segments of projects. Uses BIM. MEP. CADD. In addition to above, converses with engineers and other subject matter experts to interpret design
	Designer/Drafter III		10 Years or more	Same as above. Has additional experience and supervisory responsibilities, works on more complex
	CADD/Designer Supervisor CADD/Designer Manager		10 Years or more 15 Years or more	Responsible for the coordination/supervision of operators/designers. Assigns projects, coordinates Considered 2nd level manager over projects and personnel to ensure conformance to client requirements.
Construction Inspectors & Managers	Construction Inspector I Construction Inspector II		0-2 Years 3-7 Years	Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction Same as above. Typically reports to Project Manager or Construction Manager and may have certification
	Construction Inspector III		8-11 Years	Same as above. Inspects difficult/complex phases of construction. May process change orders. May have
	Construction Inspector Lead/Supervisor Construction Manager I		11 Years or more 0-5 Years	Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or large Liaison between field staff and project manager. Ensures adherence to contract terms, performance.
	Construction Manager II Construction Manager III		6-10 Years 11 Years or more	Same as above. Responsible for larger projects. Typically requires bachelor's degree and 6–10 years of Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of
Engineers	Engineering Intern – Student		0 Years	Under direction of engineer professionals, performs project assignments to acquire relevant work
	EIT I		0-2 Years 3-5 Years	Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform Performs continuing development-level engineering work, requires application of standard techniques and
	EIT III Engineer I		6 Years or more 4-8 Years	In addition to above, may coordinate work of technicians, Tvoically has a bachelor's or master's degree.  Professional engineer (PE) working under general supervision, establishes basic design criteria and performs
	Engineer II		9-13 Years	PE with responsibility for technical performance on small to medium projects or designated tasks on large
	Eneineer III Eneineer IV		14-18 Years 19 Years or more	PE with major responsibility for technical performance on medium to large projects or multiple projects.  PE with full responsibility for large, complex projects or a number of large projects. Generally reports
	Software Engineer I		0-4 Years	Working under general supervision, develops, researches, designs, implements, tests, and evaluates
	Software Engineer III		5-10 Years 11-15 Years	Same as Software Engineer I. with more autonomy. May have major responsibility on small or medium Same as Software Engineer I. with autonomy and some supervisory responsibilities. Major responsibility on
	Software Engineer IV Engineering Manager		16 Years or more 10 Years or more	Same as Software Engineer I. with full autonomy and supervisory responsibilities. Maior or full Has on-site responsibility for day-to-day operations of a firm office separate from the main office (i.e.
C	Engineering VP		12 Years or more	Responsible for a segment, discipline, business unit, geographic region, or project type. In larger firms.
Geographic Information Systems (GIS)	GIS II		1-2 Years 3-7 Years	Creates/maintains databases. maps. and graphs that can be combined with geographically referenced data. Same as above. Less oversight of work and more independence. May have limited supervisory
Graphic Designers	GIS III Graphic I		8 Years or more 1-5 Years	Same as above. Works without supervision, and may supervise others. Typically has a bachelor's degree or Designs art and layouts for material to be presented by visual communications media such as books.
	Graphic II		6 Years or more	Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+
Information Technology (IT)	Graphic Manager IT Technician		7 Years or more 1-5 Years	Supervises graphic design staff. Decision-maker with final say of layout and content of materials. Bachelor's Plans and coordinates activities such as the installation and upgrading of hardware and software.
	Network/Systems Administrator Programmer Analyst		3-5 Years 5 Years or more	Administers design, organization, and implementation of network, and heads technical support staff who Analyzes and critiques computer programs and systems, and develops new programs. Reviews users'
	IT Department Manager		5 Years or more	Responsible for firm's computerized operations. Oversees IT technicians and network administrators. Plans
Marketing	Marketing Assistant Marketing Associate		1-5 Years 6 Years or more	Provides administrative support for marketine activities. High school graduate with 1–5 years of experience.  Gives support to advertising programs to promote products or services. Assists in the development and
	Marketing Manager Marketing Director	174.97	5 Years or more 5 Years or more	Responsible for planning, coordinating, executing and evaluating strategic marketing plans, Leads teams  Senior member of firm management who is responsible for all marketing activities, research, market
	Business Development Associate		5 Years or more	Seeks business opportunities for the firm. Maiority of time is spent making client contacts. Responsible for
Office	Business Development Manager/Director Administrative Assistant I		7 Years or more 0-2 Years	Manages and aids in the analyzing, planning, research, and development of organization's objectives and General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Assistant II Executive Assistant		2-3 Years 5 Years or more	Same as above, but with additional/more complex duties, more experience, and less oversight. High school Supports executive by handling a wide variety of situations involving the administrative functions of the
	Office Manager	138.15	5 Years or more	Manages and organizes office operations and procedures, such as word processing, bookkeeping.
	Records Specialist HR Generalist		2 Years or more 3 Years or more	Maintains official records. Oversees on- and off-site storage. retention schedules. and disaster recovery Responsible for dav-to-dav HR functions such as employee relations, payroll, benefits, training, hiring, etc.
Photogrammetists	HR Manager Photogrammetist I		5 Years or more 1-6 Years	Responsible for coordinating the hiring, training, and retention of professional staff for the firm, benefits  Measures and assesses aerial photographs to prepare detailed maps and drawings, Examines source data
Filotogrammeusts	Photogrammetist II		7 Years or more	Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of
Pilots Planners	Pilot (non-iet) Planner I	149.18	8 Years or more 0-5 Years	Pilots corporate turboprop or piston airplanes to transport passengers, mail, or freight, or for other  Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or
	Planner II Planner III/Manager	188.58 204.01	6-10 Years 11 Years or more	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and Same as above. Works independently and/or has supervisory responsibilities. Works on large/complex
Proiect. Contract. & Compliance Coordinators	Project Coordinator I	204.01	1-5 Years	Checks master schedule and work orders, establishes priorities, and changes schedule according to
	Proiect Coordinator II Contract Administrator		6 Years or more 5 Years or more	Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+ years Administers activities concerned with contracts for purchase or sale of equipment, materials, or services.
	Contract Manager Compliance Officer I		5 Years or more 7 Years or more	Manages activities of professional-level personnel concerned with contracts for purchase or sale of Researches and maintains knowledge of regulatory practices and requirements, analyzes the Company's
	Compliance Officer II		7 Years or more	Oversees and coordinates the development, maintenance, implementation, and revision of policies and
Proiect Managers	Proiect Manager I Proiect Manager II		2-5 years 5-7 Years	Plans. coordinates. and oversees activities of entire projects to ensure that goals or objectives are Same as above. Has sole responsibility for small- to mid-level projects. and/or multiple projects. Has
	Project Manager III Project Manager IV	303.73 380.79	7-10 Years	Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has
Right-Of-Wav Specialists	Right-of-Way Specialist	380.79	10 years or more 12 Years or more	Same as above. Has sole responsibility for multiple large, complex projects. May be executive- level Secures purchase or lease of land and right-of-ways for construction projects through negotiation with
Scientists	Environmental Scientist I Environmental Scientist II		1-5 Years 6-10 Years	Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their Same as above. Less oversight of work and more independence. May help train lower-level staff or have
	Environmental Scientist III		11 Years or more	Same as above. Works on large/complex projects. May have supervisory responsibilities. May have a
	Environmental Scientist Manager Laboratory Assistant		10 Years or more 1-5 Years	Oversees the work of scientists. Assiens and directs projects. Serves as expert advisor to clients and Logs samples, tests materials, supports investigation of problems, and identifies corrective actions.
	Laboratory Manager Archaeologist		6 Years or more 5 Years or more	Responsible for the direction, administration, and operation of the laboratory. Oversees staff and ensures  Unearths archaeological sites, and documents, itemizes, and studies unearthed items. Researches.
	Historian		5 Years or more	Creates chronological account of past events dealing with some phase of human activity. either in terms of
Survevors	Survev Technician I Survev Technician II		0-3 Years 4 Years or more	Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief Same as above, with more experience. Less direct oversight from supervisor. Typically has some technical
	Survevor I		1-6 Years 7 Years or more	Professional licensed survevor who establishes official land. air-space. and water boundaries by surveving.
	Survevor II Partv Chief		4 Years or more	Same as above. May supervise/train lower-level survevors and/or survev technicians. Tvoically has college Plans, organizes, and directs work of one or more survey parties engaged in surveying the Earth's surface to
	Survev Manager Principal Surveyor		8 Years or more 10 Years or more	Plans. manages. and directs surveving/mapping activities and related projects. Supervises professional Final responsibility for planning and direction of all aspects of a firm's surveving operations, including
Technical Writers	Word Processor		0 Years or more	Types, compiles, edits, prints, and stores documents, such as correspondence, reports, records, forms.
Technical Writers			0 Years or more 1 Year or more 3 Years or more	Yoes, comoiles, edits, prints, and stores documents, such as correspondence, reports, records, forms. Writes and undates material for reports, manuals, briefs, proposals, instruction books, cataloses, and Refines work and heads and coordinates activities of writers eneaged in preparint technical/scientific Coordinates the full life-cycle of proposal development. Reviews requests for proposals, researches/eathers

# **Kimley Horn**

Area of Evnertice	Position	Hourly Rate Professional Experience	Qualifications
Area of Expertise Administrative Support	Administrative Support Assistant I	115 O-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Support Assistant II Administrative Support Assistant III	120 2-3 Years 125 3-4 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school Same as above, with more experience, and less oversight. Able to lead one or more major program
Analytics Development	Administrative Support Assistant IV Data Architect I	130 4+ Years or more 2 years	Principal assistant for administrative matters to a departmental head, agency director, or another Requires a bachelor's degree in computer science or a related field, proficiency in database management
Analytics Development	Data Architect II	2-5 Years	Typically requires a bachelor's degree in computer science or a related field, along with 2-5 years of
	Data Architect III Data Architect IV	5-10 Years 10 Years or more	Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of Typically requires a master's degree in computer science or a related field, along with 10+ years of
	Data Analyst I Data Analyst II	2 Years 2-5 Years	Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field.  Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of
	Data Analyst III	5-10 Years	Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of
Auditing	Data Analyst IV Internal Auditor	10 Years or more 3 Years or more	Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of Is responsible for auditing accounting, financial, and statistical reports and data within the company to
	Job Captain Laboratory Technician I	1-2 Years	Provides coordination of drafting required to for bidding purposes and construction. May be called to work Entry-level laboratory services where work is closely supervised and in accordance with well-defined
	Laboratory Technician II	2-3 Years	Performs routine scientific tasks under close supervision or from detailed and controlled laboratory
	Laboratory Technician III Laboratory Technician IV	3-5 Years 5-7 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts Performs wide variety of non-routine assignments of differing complexities under general supervisory
	Laboratory Technician V Supervising Laboratory Technician/Laboratory	8-10 Years 10 Years or more	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory
Architectural Design	Architect I	0-1 Years	Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree
	Architect II Architect III	1-2 Years 2-4 Years	Developmental level performs routine architectural assignments under direct supervision. Works from Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria
	Architect IV Architect V	4-8 Years 8-12 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent Applies sound and diverse knowledge of architectural principles and practices in broad array of
	Architect VI	12-16 Years	Responsible for interpreting, organizing, executing, and coordinating assignments. Plans and develops
	Architect VII Architect VIII	16-20 Years 20 Years or more	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
Commissioning	Commissioning Agent I Commissioning Agent II	1-2 Years 2-4 Years	Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.
	Commissioning Agent III	4-6 Years	Senior level commissioning agent. Independently performs non-routine and complex commissioning work
	Commissioning Supervisor Commissioning Manager	6-10 Years 10 Years or more	Commissioning supervisor. Monitors, reviews, and coordinates all commissioning activities for an assigned Commissioning manager. Accountable for delivery of commissioning services across multiple projects. May
Construction	Chief Construction Representative Construction Coordinator	10 Years or more 1-4 Years	Plans and coordinates all field-inspection activities and reviews the work of Inspectors to ensure
	Construction Manager	6-10 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical Responsible, through subordinate Resident Construction Managers, for overall management direction of
	Construction Representative Field Engineer	2-5 Years 0-2 Years	Ensures, through testing and observation, that the project construction complies with plans and Position monitors the activities of contractors on the construction site within a discipline or multiple
	Field Superintendent Materials Manager	2-5 Years	Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate
	Materials Tester	5 Years or more	Under general supervision, performs specialized materials testing assignments, including collecting and
	Resident Construction Manager I Resident Construction Manager II	1-3 years 3 Years or more	Responsible for all field-construction activities on small to medium-size proiects. Accountability includes Responsible for all field-construction activities on a large-scale proiect. May have own proiect work force.
	Resident Engineer	5 Years or more	Position is responsible for multiple construction projects or a single project of a large scale requiring
	Senior Construction Manager Senior Construction Representative	10 Years or more 5-10 Years	Oversees the managerial direction of many projects where technical complexity is at the highest and This level has significant inspection experience with capability of handling large projects of moderate
Contract Management	Contract Administrator I Contract Administrator II	2 Years	Manages basic contracts, overseeing compliance and documentation. Tvoically handles routine Coordinates and manages moderately complex contracts and changes, conducting negotiations and
	Contract Manager I	2-5 Years 5-10 Years	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid
Cost Management	Contract Manaeer II Cost Eneineer	10 Years or more 1-2 Years	Manages high-value and complex contracts. leading negotiations, mitigating risks, and ensuring compliance Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Tvoically
	Cost Manager II	2-6 Years 6-10 years	Manages cost estimation and control processes for projects of moderate complexity. Coordinates with  Oversees cost management for complex projects, conducting detailed cost analysis, forecasting, and risk
	Cost Manager III	10 years or more	Oversees cost management for complex projects. conducting detailed cost analysis, forecasting, and risk Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk
Digital Information	Digital Information System Coordinator Digital Information System Manager	0-6 Years 6 Years or more	Coordinates the implementation and maintenance of digital information systems, ensuring effective use Oversees the strategic planning, implementation, and management of digital information systems within
Document Management	Document Controller I Document Controller II	2 Years 2-5 Years	Responsible for organizing and managing project documentation, ensuring accuracy, version control, and Manages the document control process for multiple projects, overseeing document workflows.
	Document Manager I	5-10 Years	Oversees the document management process, ensuring compliance with regulations and organizational Directs strategic document management initiatives, implementing systems for efficient document creation
	Document Manager II Project Controls Engineer I	10-20 Years or more 2 years	Assists in the development and implementation of project control systems, including cost estimating,
	Proiect Controls Engineer II Proiect Controls Manager I	2-5 years 5-10 Years	Manages project control activities for moderate to complex projects, developing and implementing cost.  Oversees the project controls function, leading the development and implementation of project control
Engineering	Engineer I	175 0 (with education)	Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent (to
	Engineer II Engineer III	210 1-4 Years 235 4-7 Years	Continuing developmental level, performs standard engineering work requiring application of standard Independently evaluates, selects, and applies standard engineering techniques and procedures while using
	Engineer IV Engineer V	255 7-10 Years 275 10-13 Years	.Fully competent engineer in all conventional aspects of subject matter or functional area of assignments:  Applies diversified knowledge of engineering principles and practices to broad variety of assignments and
	Engineer VI	300 13-18 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and
	Engineer VII Engineer VIII	320 18-23 Years 340 23-28 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering Makes authoritative decisions and recommendations having significant impact on extensive engineering
	Engineer IX Engineer/Architect Specialist	370 28 Years or more 3 Years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, and Performs specialized and advance engineering or architectural work involving project management on the
	Engineer/Architect Supervisor	3 Years or more	Performs supervisory work over professional engineers or architects, and develops, implements, and
	Engineer Technician I Engineer Technician II	0-2 Years 2-4 Years	Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers Performs standardized or prescribed assignments involving a sequence of related operations. Conducts a
	Engineer Technician III Enginner Technician IV	4-6 Years 6 Years or more	Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical Performs non-routine and complex assignments with responsibility for planning and conducting a complete
	Instrument Technician	0-2 Years	Maintains and operates all instruments and measuring devices needed to complete different types of
Estimating	Estimator I Civil Estimator II Civil	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Civil Estimating Manager Civil	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Structural	2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Structural Estimator III Structural	2-5 Years 5-10 Years	Provide budeetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Structural Estimator I Architectural	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Architectural	2-5 Years	Provide budgetary estimates for particular trade. review design estimates.
	Estimator III Architectural Estimating Manager Architectural	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Electrical Estimator II Electrical	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Electrical	5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimatine Manager Electrical Estimator I Mechanical	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Mechanical Estimator III Mechanical	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Mechanical	10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimatine I Plumbine Estimatine II Plumbine	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversieht from senior estimator.  Provide budeetarv estimates for particular trade. review design estimate.
	Estimating III Plumbing Estimating Manager Plumbing	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Comms / IT	2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Comms / IT Estimator III Comms / IT	2-5 Years 5-10 Years	Provide budeetary estimates for particular trade, review design estimates.  Provide budeetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Comms / IT Estimator I Security	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Security	2-5 Years	Provide budgetary estimates for particular trade. review design estimates.
	Estimator III Security Estimating Manager Security	5-10 Years 10-20 Years or more	Provide budeetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
Interior Design	Interior Design Apprentice Interior Designer I	0-4 Years 0-2 years (with education)	Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills Degree in Interior Design with limited experience in professional office. Requires basic understanding of
	Interior Designer II Interior Designer III	2-4 Years 4-6 Years	Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic  Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II
	Interior Designer IV	6-8 years	Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to
	Interior Designer V Interior Designer VI	8-10 years 10 years or more	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive
Landscaping	Landscape Architect I (Entry Level) Landscape Architect II	175 0-2 years (with education) 185 2-4 years	Entry level professional work requiring bachelor's degree in applicable science and no experience, or the Intermediate professional level with developing ability to perform moderately complex project tasks with
	Landscape Architect III	200 4-6 years	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring
	Manager of Landscape Architecture Project Accountant	240 6 years or more 2-4 Years	Provides technical and administrative supervision and direction to assigned landscape architecture and Performs various specialized accounting functions of moderate complexity and ensures that procedures
	Project Manager Project Manager I	1-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial, Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager II	6 years or more	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.
Primavera P6 Support	Senior Landscape Architect Technical Support I	6 Years or more 2 Years	Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5 Primayera P6 Certification Required
	Technical Support II	2-5 Years	Primavera P6 Certification Required
Proiect Management	Technical Support III Proiect Engineer	5-10 Years < 2 Years	Primavera P6 Certification Required  A bachelor's degree in engineering is required, with strong technical skills and an eagerness to learn from
	Assistant Proiect Manager Proiect Manager Functional I	5-10 Years 2-5 years	Along with a bachelor's degree in a relevant field (engineering or construction management preferred).  A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on
	Proiect Manager Functional II	5-7 Years	5-7 years of experience managing projects, with a strong understanding of public works procedures and
	Proiect Manager Functional III	7-10 Years 10 years or more	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder 10+ years of experience managing large-scale public works projects, with a proven track record of success.
	Proiect Manager Functional IV		
	Senior Proiect Manager	15 years or more 20 years or more	Extensive experience (15+ years) leading and mentoring project teams. Expertise in public works
Quality Assurance		15 years or more	

	Facilities QA Inspector Supervisor Civil QA Inspector I		7 Years or more 0-2 Years		ms simple and routine tasks under close supervision
	Civil QA Inspector II Civil Senior QA Inspector		2-4 years 4-7 Years	Senior level civil quality assurance inspector. Perfo	is non-routine assignments of substantial variety and rms non-routine assignments of substantial variety a
lity Control	Civil Senior QA Inspector Supervisor Civil Electrical QA Inspector		7 Years or more 4 Years or more	Full experienced quality assurance electrical inspec	ors. reviews. and coordinates all inspection activities tor. Performs non-routine assignments of substantia
: Management	Quality-Control Engineer Risk Manager I		4 years or more 2 Years	A bachelor's degree in risk management, finance, o	
	Risk Manager II Risk Manager III		2-5 Years 5-10 Years	5-10 years of experience in risk management, with	strong understanding of risk management framework a proven track record of implementing and managin
eduling	Risk Manager IV Scheduler I		10-20 Years or more 0-2 Years	10+ years of experience in risk management, with I An associate's degree or relevant experience in pro	iect scheduling is preferred. Strong organizational sk
	Scheduler III		2-4 Years 5-7 Years	5-7 years of experience in complex project schedul	the ability to develop and maintain project schedule ing. with a proven track record of managing multiple
ecialist Services	Scheduler Manager Scientist I		7 Years or more 0-2 years (with education)	Entry level professional requiring Bachelor's Degree	trong leadership and communication skills. Ability to e in Science and no experience, or the equivalent (to
	Scientist II Scientist III Scientist IV		2-3 Years 3-5 Years		dard scientific techniques and procedures while using
veving	Scientist IV Scientist V Chain/Rod Technician		5-10 Years 10 Years or more	Applies diversified knowledge of scientific principle	s of subject matter or functional area of assignment s and practices to broad variety of assignments and
veying	Land Surveyer		A.V.	Responsible for initiating and completing both the	aintenance of certain equipment and maintains supported in the preliminary and final land surveys and ensuring that
tems Development	Party Chief Systems Developer I		4 Years or more 2 Years	Systems Certification Required. Business Process D	
	Systems Developer II Systems Developer III		2-5 Years 5-10 Years or more	Systems Certification Required. Business Process D Systems Certification Required. Business Process D	
tems Support	Technical Support I Technical Support II		2 Years 2-5 Years	Systems Certification Required Systems Certification Required	
ounting & Finance	Technical Support III Accounting Technician/Bookkeeper	110	5-10 Years 2 Years		sks. including reconciling bank accounts, posting to a
	Accountant Accounting Manager	135 150	2-5 Years 7 Years or more	Manages professional level accounting functions as	natic set of records of business transactions. Balance and the preparation of reports including earnings.
	Financial Analyst Finance Manager	125	1 Year or more (with education) 7 Years or more	Responsible for the organization's financial informa-	ation and estimates future revenues and expenditur ation and administration. Supervises accounting.
nitects (Including Landscape)	Architect I Architect II		0-1 Years 1-2 Years	Same as above. May have supervisory responsibilit	rding to their desires, needs, and financial resources, ies. Typically has a bachelor's degree and 7+ years o
	Landscape Architect I Landscape Architect II		0-2 years (with education) 2-4 years	Same as above. May have supervisory responsibilit	roiects. such as parks. highways. commercial/reside ies. Typically has an associate degree and license wi
d & Designers	Urban Planner CADD Technician I	145	1 Year or more 0-5 Years		nes. and designs according to engineering specs usin
	CADD Technician II Designer/Drafter I	165 200	6 years or more 0-5 Years		ecution of segments of projects. Uses BIM. MEP. CA
	Designer/Drafter II Designer/Drafter III	220 240	6 years or more 10 Years or more	In addition to above, converses with engineers and Same as above. Has additional experience and supp	ervisory responsibilities. works on more complex
	CADD/Designer Supervisor CADD/Designer Manager		10 Years or more 15 Years or more	Responsible for the coordination/supervision of op Considered 2nd level manager over projects and pe	
struction Inspectors & Managers	Construction Inspector I Construction Inspector II		0-2 Years 3-7 Years	Observes and inspects construction of bridges, buil	dines, dams, highways, and other types of construct er or Construction Manager and may have certificat
	Construction Inspector III Construction Inspector Lead/Supervisor	or	8-11 Years 11 Years or more	Same as above. Inspects difficult/complex phases of Performs/supervises complex tasks. Responsible for	of construction. May process change orders. May ha
	Construction Manager I Construction Manager II		0-5 Years 6-10 Years	Liaison between field staff and project manager. Er Same as above. Responsible for larger projects. Type	
neers	Construction Manager III Engineering Intern – Student		11 Years or more 0 Years	Same as above. Responsible for largest projects. To Under direction of engineer professionals, perform	pically requires bachelor's degree and 11+ years of
	EIT II	175 210	0-2 Years 3-5 Years	Entry-level/new graduate who uses prescribed met Performs continuing development-level engineerin	
	EIT III Engineer I	235 245	6 Years or more 4-8 Years		nicians. Typically has a bachelor's or master's degree
	Engineer II Engineer III	275 300	9-13 Years 14-18 Years	PE with responsibility for technical performance or	small to medium projects or designated tasks on la nce on medium to large projects or multiple projects
	Engineer IV Software Engineer I	320	19 Years or more 0-4 Years	PE with full responsibility for large, complex project Working under general supervision, develops, reser	ts or a number of large projects. Generally reports
	Software Engineer II Software Engineer III		5-10 Years 11-15 Years	Same as Software Engineer I. with more autonomy	. Mav have maior responsibility on small or medium ome supervisory responsibilities. Maior responsibilities.
	Software Engineer IV		16 Years or more	Same as Software Engineer I. with full autonomy as	nd supervisory responsibilities. Maior or full
	Engineering Manager Engineering VP		10 Years or more 12 Years or more	Has on-site responsibility for day-to-day operation: Responsible for a segment, discipline, business unit	t. geographic region. or project type. In larger firms.
peraphic Information Systems (GIS)	GIS II		1-2 Years 3-7 Years	Same as above. Less oversight of work and more in	
phic Designers	GIS III Graphic I		8 Years or more 1-5 Years	Designs art and lavouts for material to be presente	
	Graphic II Graphic Manager		6 Years or more 7 Years or more	Supervises graphic design staff. Decision-maker with	onsibilities. Bachelor's deeree with a minimum of 6+ th final sav of lavout and content of materials. Bache
ormation Technology (IT)	IT Technician Network/Systems Administrator		1-5 Years 3-5 Years		ion of network. and heads technical support staff w
	Programmer Analyst IT Department Manager		5 Years or more 5 Years or more		versees IT technicians and network administrators. F
keting	Marketing Assistant Marketing Associate		1-5 Years 6 Years or more		vities. High school graduate with 1–5 years of experi products or services. Assists in the development and
	Marketing Manager Marketing Director		5 Years or more 5 Years or more	Senior member of firm management who is respon	
	Business Development Associate Business Development Manager/Direct	tor	5 Years or more 7 Years or more		of time is spent making client contacts. Responsible rch. and development of organization's objectives ar
ce	Administrative Assistant I Administrative Assistant II		0-2 Years 2-3 Years	General office duties such as answering phones. pr	
	Executive Assistant Office Manager		5 Years or more 5 Years or more	Supports executive by handling a wide variety of sil Manages and organizes office operations and proce	tuations involving the administrative functions of the edures, such as word processing, bookkeeping.
	Records Specialist HR Generalist		2 Years or more 3 Years or more		e storage. retention schedules. and disaster recover
otogrammetists	HR Manager Photogrammetist I		5 Years or more 1-6 Years	Responsible for coordinating the hiring, training, ar Measures and assesses aerial photographs to prepare	nd retention of professional staff for the firm. benef
ts	Photogrammetist II Pilot (non-iet)		7 Years or more 8 Years or more	Same as above. May supervise others or work inde Pilots corporate turboprop or piston airplanes to tr	pendently. Bachelor's degree with 7+ years of
nners	Planner I Planner II	200 240	0-5 Years 6-10 Years	Develops scope and cost estimates, and manages to same as above but with more experience/education	oudgets and schedules. May have a bachelor's degre
iect. Contract. & Compliance Coordinators	Planner III/Manager Project Coordinator I	280	11 Years or more 1-5 Years	Same as above but with more experience/education  Same as above. Works independently and/or has so  Checks master schedule and work orders, establish	upervisory responsibilities. Works on large/complex
rect. Contract. & Combinance Coordinators	Proiect Coordinator II		6 Years or more	Same as above. May have limited supervisory resp	onsibilities. Typically has bachelor's degree and 6+ v
	Contract Administrator Contract Manager		5 Years or more 5 Years or more	Administers activities concerned with contracts for Manages activities of professional-level personnel	concerned with contracts for purchase or sale of
	Compliance Officer I Compliance Officer II		7 Years or more 7 Years or more	Researches and maintains knowledge of regulatory Oversees and coordinates the development, maint	enance. implementation. and revision of policies an
ect Managers	Proiect Manager I Proiect Manager II		2-5 vears 5-7 Years	Plans. coordinates. and oversees activities of entire Same as above. Has sole responsibility for small- to	mid-level proiects. and/or multiple proiects. Has
	Proiect Manager III Proiect Manager IV		7-10 Years 10 years or more	Same as above. Has sole responsibility for mid- to l Same as above. Has sole responsibility for multiple	large. complex projects. May be executive- level
t-Of-Wav Specialists ntists	Right-of-Wav Specialist Environmental Scientist I		12 Years or more 1-5 Years	Secures purchase or lease of land and right-of-way. Researches to identify and abate or eliminate source.	ces of pollutants that affect people, wildlife, and the
	Environmental Scientist II Environmental Scientist III		6-10 Years 11 Years or more	Same as above. Less oversight of work and more in Same as above. Works on large/complex projects.	dependence. May help train lower-level staff or hav May have supervisory responsibilities. May have a
	Environmental Scientist Manager Laboratory Assistant		10 Years or more 1-5 Years	Oversees the work of scientists. Assigns and direct: Logs samples, tests materials, supports investigation	s proiects. Serves as expert advisor to clients and on of problems. and identifies corrective actions.
	Laboratory Manager Archaeologist		6 Years or more 5 Years or more	Responsible for the direction, administration, and of Unearths archaeological sites, and documents, item	operation of the laboratory. Oversees staff and ensu
vevors	Historian Survey Technician I		5 Years or more 0-3 Years	Creates chronological account of past events dealin Entry-level work under the immediate supervision	ng with some phase of human activity. either in terr
	Survey Technician II Survey Technician II Surveyor I	160	4 Years or more 1-6 Years	Same as above, with more experience. Less direct or Professional licensed surveyor who establishes offi	oversight from supervisor. Typically has some techn
	Surveyor I Surveyor II Party Chief	200	7 Years or more	Same as above. Mav supervise/train lower-level su	rvevors and/or survev technicians. Tvoically has coll
	Survev Manager	240	4 Years or more 8 Years or more	Plans. organizes. and directs work of one or more s Plans. manages. and directs surveying/mapping act	tivities and related projects. Supervises professional
hnical Writers	Principal Surveyor Word Processor	280	10 Years or more 0 Years or more	Final responsibility for planning and direction of all Types, compiles, edits, prints, and stores document	ts. such as correspondence. reports. records. forms.
	Technical Writer Technical Editor		1 Year or more 3 Years or more	Writes and updates material for reports, manuals, Refines work and heads and coordinates activities	

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Area of Expertise	Position	Hourly Rate Professional Experience	Qualifications
Administrative Support	Administrative Support Assistant I Administrative Support Assistant II	100 0-2 Years 110 2-3 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Administrative Support Assistant III Administrative Support Assistant III Administrative Support Assistant IV	135 3-4 Years 160 4+ Years or more	Same as above, but with additionally mine Complex durines, more experience, and less oversight. Fight school  Same as above, with more experience, and less oversight. Able to lead one or more major program  Principal assistant for administrative matters to a departmental head, agency director, or another
Analytics Development	Data Architect II	2 years 2-5 Years	Requires a bachelor's degree in computer science or a related field, proficiency in database management Tvoically requires a bachelor's degree in computer science or a related field, along with 2-5 years of
	Data Architect II Data Architect IV	5-10 Years 10 Years or more	Requires a bachelor's or master's degree in computer science or a related field, along with 12-3 years of Typically requires a master's degree in computer science or a related field, along with 10+ years of Typically requires a master's degree in computer science or a related field, along with 10+ years of
	Data Analyst I	2 Years	Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field,
	Data Analyst II Data Analyst III	2-5 Years 5-10 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of
Auditing	Data Analyst IV Internal Auditor	10 Years or more 3 Years or more	Is responsible for auditing accounting, financial, and statistical reports and data within the company to
	Job Captain Laboratory Technician I	1-2 Years	Provides coordination of draftine required to for biddine purposes and construction. May be called to work Entry-level laboratory services where work is closely supervised and in accordance with well-defined
	Laboratory Technician II Laboratory Technician III	2-3 Years 3-5 Years	Performs routine scientific tasks under close supervision or from detailed and controlled laboratory Performs standardized or prescribed assignments involving a sequence of related operations. Conducts
	Laboratory Technician IV Laboratory Technician V	5-7 Years 8-10 Years	Performs wide variety of non-routine assignments of differing complexities under general supervisory Performs non-routine and complex scientific laboratory assignments with responsibility for planning and
Architectural Design	Supervising Laboratory Technician/Laboratory Architect I	10 Years or more 0-1 Years	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree
	Architect II Architect III	1-2 Years 2-4 Years	Developmental level performs routine architectural assignments under direct supervision. Works from Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria
	Architect IV Architect V	4-8 Years 8-12 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent Applies sound and diverse knowledge of architectural principles and practices in broad array of
	Architect VI Architect VII	12-16 Years 16-20 Years	Responsible for interpreting, organizing, executing, and coordinating assignments. Plans and develops Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
Commissioning	Architect VIII Commissioning Agent I	20 Years or more 1-2 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level
	Commissioning Agent II Commissioning Agent III	2-4 Years 4-6 Years	Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.  Senior level commissioning agent. Independently performs non-routine and complex commissioning work
	Commissioning Supervisor Commissioning Manager	6-10 Years 10 Years or more	Commissioning supervisor. Monitors, reviews, and coordinates all commissioning activities for an assigned Commissioning manager. Accountable for delivery of commissioning services across multiple projects. May
Construction	Chief Construction Representative Construction Coordinator	10 Years or more 1-4 Years	Plans and coordinates all field-inspection activities and reviews the work of Inspectors to ensure Position supervises the installation of (discipline) equipment, systems, and components, using the technical
	Construction Manager Construction Representative	6-10 Years 2-5 Years	Responsible, through subordinate Resident Construction Managers, for overall management direction of Ensures, through testing and observation, that the project construction complies with plans and
	Field Engineer Field Superintendent	0-2 Years 2-5 Years	Position monitors the activities of contractors on the construction site within a discipline or multiple Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling
	Materials Manager Materials Tester	5 Years or more	Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate Under general supervision, performs specialized materials testing assignments, including collecting and
	Resident Construction Manager I Resident Construction Manager II	1-3 years 3 Years or more	Responsible for all field-construction activities on small to medium-size projects. Accountability includes
	Resident Construction Manager II Resident Engineer Senior Construction Manager	5 Years or more	Responsible for all field-construction activities on a large-scale project. May have own project work force, Position is responsible for multiple construction projects or a single project of a large scale requiring Oversees the managerial direction of many projects where technical complexity is at the highest and
Contract Manager	Senior Construction Manager Senior Construction Representative Contract Administrator I	10 Years or more 5-10 Years	Oversees the manaeerial direction of many oroiects where technical complexity is at the hiehest and This level has significant inspection experience with capability of handling laree projects of moderate Manaees basic contracts, overseeing compliance and documentation. Typically handles routine
Contract Management	Contract Administrator II	110 2 Years 135 2-5 Years	Coordinates and manages moderately complex contracts and changes, conducting negotiations and
	Contract Manager I Contract Manager II	160 5-10 Years 250 10 Years or more	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance
Cost Management	Cost Engineer Cost Manager I	1-2 Years 2-6 Years	Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically Manages cost estimation and control processes for projects of moderate complexity. Coordinates with
	Cost Manager II Cost Manager III	6-10 years 10 years or more	Oversees cost management for complex projects, conducting detailed cost analysis, forecasting, and risk Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk
Digital Information	Digital Information System Coordinator Digital Information System Manager	0-6 Years 6 Years or more	Coordinates the implementation and maintenance of digital information systems, ensuring effective use Oversees the strategic planning, implementation, and management of digital information systems within
Document Management	Document Controller I Document Controller II	2 Years 2-5 Years	Responsible for organizing and managing project documentation, ensuring accuracy, version control, and Manages the document control process for multiple projects, overseeing document workflows,
	Document Manager I  Document Manager II	5-10 Years 10-20 Years or more	Oversees the document management process, ensuring compliance with regulations and organizational Directs strategic document management initiatives, implementing systems for efficient document creation
	Project Controls Engineer I Project Controls Engineer II	2 years 2-5 years	Assists in the development and implementation of project control systems, including cost estimating,  Manages project control activities for moderate to complex projects, developing and implementing cost.
Engineering	Proiect Controls Manager I Engineer I	5-10 Years 130 <b>0</b> (with education)	Oversees the project controls function, leading the development and implementation of project control Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent (to
Enemice in the second	Engineer II Engineer III	160 1-4 Years 170 4-7 Years	Continuing developmental level, performs standard engineering work requiring application of standard Independently evaluates, selects, and applies standard engineering techniques and procedures while using
	Engineer IV Engineer V	185 7-10 Years 205 10-13 Years	Fully competent engineer in all conventional aspects of subject matter or functional area of assignments;  Applies diversified knowledge of engineering principles and practices to broad variety of assignments and
	Engineer VI Engineer VII	250 13-18 Years 250 18-23 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and
	Engineer VIII Engineer IX	320 23-28 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering Makes authoritative decisions and recommendations having significant impact on extensive engineering
	Engineer/Architect Specialist	370 28 Years or more 3 Years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, and Performs specialized and advance engineering or architectural work involving project management on the Performs supervisory work over professional engineers or architects, and develops, implements, and
	Eneineer/Architect Supervisor Engineer Technician I	3 Years or more 120 0-2 Years	Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers
	Engineer Technician II Engineer Technician III	145 2-4 Years 155 4-6 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Con-ducts a Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical
	Enginner Technician IV Instrument Technician	170 6 Years or more 0-2 Years	Performs non-routine and complex assignments with responsibility for planning and conducting a complete Maintains and operates all instruments and measuring devices needed to complete different types of
Estimating	Estimator I Civil Estimator II Civil	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Civil Estimating Manager Civil	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Structural Estimator II Structural	2 Years 2-5 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Structural Estimating Manager Structural	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Architectural Estimator II Architectural	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Architectural Estimating Manager Architectural	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Electrical Estimator II Electrical	2 Years 2-5 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Electrical Estimating Manager Electrical	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Mechanical	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Mechanical Estimatine Manager Mechanical	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimating I Plumbing Estimating II Plumbing	2 Years 2-5 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimate.
	Estimating III Plumbing	5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Plumbing Estimator I Comms / IT	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Comms / IT Estimator III Comms / IT	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Comms / IT Estimator I Security	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Security Estimator III Security	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
Interior Design	Estimating Manager Security Interior Design Apprentice	10-20 Years or more 0-4 Years	Review design estimates, provide independent estimates for change orders, support contract and change Assists basic drawing preparation. model making, and assembly assignments. Requires basic graphic skills
	Interior Designer I Interior Designer II	0-2 years (with education) 2-4 Years	Degree in Interior Design with limited experience in professional office. Requires basic understanding of Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic
	Interior Deisgner III Interior Designer IV	4-6 Years 6-8 years	Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to
	Interior Designer V Interior Designer VI	8-10 years 10 years or more	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive
Landscaping	Landscape Architect I (Entry Level) Landscape Architect II	0-2 years (with education) 2-4 years	Entry level professional work requiring bachelor's degree in applicable science and no experience, or the Intermediate professional level with developing ability to perform moderately complex project tasks with
	Landscape Architect III  Manager of Landscape Architecture	4-6 years 6 years or more	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring Provides technical and administrative supervision and direction to assigned landscape architecture and
	Project Accountant Project Manager	2-4 Years	Performs various specialized accounting functions of moderate complexity and ensures that procedures  Responsible for supervisine, directing, and coordinating construction management of commercial.
	Project Manager I Project Manager II	1-6 Years 6 years or more	Responsible for supervising, directing, and coordinating construction management of commercial,  Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.
Primavera P6 Support	Project Manager II Senior Landscape Architect Technical Support I	6 Years or more 2 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5 Primavera P6 Certification Required
rimaveld Po Support	Technical Support II	2-5 Years	Primavera P6 Certification Required
Proiect Management	Technical Support III Proiect Engineer	5-10 Years < 2 Years	Primavera P6 Certification Required  A bachelor's deeree in engineering is required, with strong technical skills and an eagerness to learn from
	Assistant Proiect Manaeer Project Manager Functional I	5-10 Years 2-5 years	Alone with a bachelor's deeree in a relevant field (engineering or construction management preferred).  A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on
	Project Manager Functional II	5-7 Years	5-7 years of experience managing projects, with a strong understanding of public works procedures and
	Project Manager Functional III Project Manager Functional IV	7-10 Years 10 years or more	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder 10+ years of experience managing large-scale public works projects, with a proven track record of success.

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Quality Assurance Facilit Facilit Facilit Facilit Facilit Facilit Civil ic		125 145 165 185	20 years or more 0.2 Years 2-4 years 2-4 years 4-7 Years 7 Years or more 0.2 Years 2-4 years 2-4 years 4-7 Years 7 Years or more 4 years or more 4 years or more 2 Years 10-20 Years 10-20 Years 10-20 Years	Proven leadership skills and a distinguished career in managing high-profile public works projects. A Entry level facilities quality assurance inspector. Performs simple and routine tasks under close supervision Mid-level facilities quality assurance inspector. Performs non-routine assignments of substantial variety Senior level facilities quality assurance inspector. Performs non-routine and complex assignments with Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection Entry level civil quality assurance inspector. Performs non-routine assignments of substantial variety and Senior level civil quality assurance inspector. Performs non-routine assignments of substantial variety and Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities. Full experienced quality assurance lensector. Performs non-routine assignments of substantial variety and Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities. Pull experienced quality assurance electrical inspector. Performs non-routine assignments of substantial Position involves the performance of conventional quality-control functions within a discipline to ensure A bachelor's degree in risk management, finance, or a related field is required. Experience in risk 2.5 vears of experience in risk management, with a aroven tract record of imblementine and managine 10- vears of experience in risk management, with leadership experience in a risk management team. An associate's decree or relevant experience in profect scheduline is reviered. Strong covariational skills.
Facilit Facilit Covil Co	titles QA Inspector III titles QA Inspector Supervisor QA Inspector I QA Inspector I Senior QA Inspector Senior QA Inspector Senior QA Inspector Senior QA Inspector Selectrical QA Inspector Filectrical QA Inspector History Control Engineer Manager I Manager III Manager III Manager III duler Manager III duler Manager III stitle III duler Manager III stitle III s	125 145 165 1885	4-7 Years 7 Years or more 0.2 Years 0.2 Years 4-2 Years 4-7 Years or more 4 Years or more 4 Years or more 2 Years 5-10 Years 10-20 Years 0.2 Years	Senior level facilities quality assurance inspector. Performs non-routine and complex assignments with Facilities ouality assurance inspector. Performs simple and routine tasks under close supervision by Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and Senior level civil quality assurance inspector. Performs non-routine assignments of substantial variety and Senior level civil quality assurance inspectors. Performs non-routine assignments of substantial variety and Civil quality assurance inspector supervision. Monitors, reviews, and coordinates all inspection activities. Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial Position involves the performance of conventional quality-control functions within a discipline to ensure A backelor's degree in risk management, finance, or a related field is required. Experience in risk 2.5 vears of experience in risk management, with a croven track record of implementine and manaeline 10 vears of experience in risk management, with a deroship experience in a risk management term.
Facilit Civil Side Civil Side Civil Side Civil Side Civil Side Civil Side Civil Civi	tiles QA Inspector Supervisor QA Inspector I QA Inspector I QA Inspector I QA Inspector I Senior QA Inspector Supervisor Electrical QA Inspector Supervisor Electrical QA Inspector Supervisor Electrical QA Inspector Ilty-Control Engineer Manager I Manager II Manager II Manager IV duller II duller II duller II duller Manager thist II thist II thist II thist II thist IV	125 145 165 185	7 Years or more Q-2 Years 2-4 years 4-4 Years 7 Years or more 4 Years or more 4 Years or more 2 Years 5-10 Years 10-20 Years 10-20 Years 2-2 Years	Entry level civil quality assurance inspector. Performs simple and routine tasks under close supervision by Mid-level civil quality assurance inspector. Performs non-routine assimements of substantial variety and Senior level civil quality assurance inspector. Performs non-routine assimements of substantial variety and Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all impaction activities. Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial Position involves the performance of conventional quality-control functions within a discipline to ensure A backelor's degree in risk management, finance, or a related field is required. Experience in risk semanagement, with a strone understanding of risk management frameworks 5-10 vears of experience in risk management, with a corvent track record of implementine and management of Vivers of experience in risk management. With a deroship experience in a risk management team.
Civil Civil Civil Civil Signary Civil Civil Signary Civil Civil Signary Civil	QA Inspector II Senior QA Inspector Supervisor Senior QA Inspector Supervisor Electrical QA Inspector Supervisor Electrical QA Inspector Ility-Control Engineer Manazer II Manazer II Manazer II Manazer IV duller II duller II duller III state II st	125 145 165 185	2-4 years 4-7 Years 7 Years or more 4 Years or more 4 Years or more 2 Years 5-10 Years 1-10 20 Years 0-2 Years 4-2 4 Years	Mid-level civil quality assurance inspector, Performs non-routine assiemments of substantial variety and Senior level civil quality assurance inspector. Performs non-routine assiemments of substantial variety and Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities. Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial Position involves the performance of conventional quality-control functions within a discipline to ensure A backelor's degree in risk management, inflance, or a related field is required. Experience in risk 5-10 vears of experience in risk management, with a proven track record of implementine and manaeline 10 years of experience in risk management, with a proven track record of implementine and manaeline.
Civil S Quality Control Quality Control Quality Control Risk Management Risk k Risk k Risk k Risk k Risk k Scheduline Sched Sc	Senior CA Inspector Supervisor Electrical CAI Inspector Ility-Control Engineer Manager I Manager II Manager III Manager IV duler II duler II duler II duler II stist II stist II stist II stist II stist II stist IV	125 145 165 185	7 Years or more 4 Years or more 4 Years or more 2 Years 5-10 Years 10-20 Years or more 0-2 Years 2-4 Years	Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities. Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial Position involves the performance of conventional quality-control functions within a discipline to ensure A bachelor's degree in risk management, finance, or a related field is required. Experience in risk 2.5 years of experience in risk management, with a strone understandine of risk management frameworks 5.10 years of experience in risk management, with a proven track record of implementine and management 10 years of experience in risk management, with a groven track record of implementine and management 10 years of experience in risk management. With
Quality Control Risk Management Scheduline	lity-Control Engineer Manager II Manager II Manager III Manager III duler II duler II duler II duler II tuler I	125 145 165 185	4 years or more 2 Years 2-5 Years 5-10 Years 10-20 Years or more 0-2 Years 2-4 Years	Position involves the performance of conventional quality-control functions within a discipline to ensure A bachelor's degree in risk management, finance, or a related field is required. Experience in risk 2.5 years of experience in risk management, with a strong understanding of risk management frameworks 5.10 years of experience in risk management, with a proven track record of implementing and management 10 years of experience in risk management, with a proven track record of implementing and management team.
Risk Management Sched Sched Sched Sched Sched Sched Sched Sched Scient Scient Scient Scient Scient Land Party Systems Development Systems	Manager I Manager II Manager III Manager III duler II duler II duler II duler II tuler II tul	125 145 165 185	2-5 Years 5-10 Years 10-20 Years or more 0-2 Years 2-4 Years	A bashelor's degree in risk management, finance, or a related field is required. Experience in risk 25 years of experience in risk management, with a strone understanding of risk management frameworks 5-10 years of experience in risk management, with a groven track record of implementine and management 10 years of experience in risk management, with a leadership experience in a risk management team.
Risk h Ri	Manager III Manager IV duler I duler II duler Manager tistst II tistst II tistst II tistst IV tistst IV	125 145 165 185	5-10 Years 10-20 Years or more 0-2 Years 2-4 Years	5-10 years of experience in risk management, with a proven track record of implementing and managing 10+ years of experience in risk management, with leadership experience in a risk management team.
Scheduline         Sched           Sched         Sched           Sched         Sched           Specialist Services         Scient           Scient         Scient           Scient         Scient           Scient         Scient           Surveying         Chain           Land         Partv           Systems Development         Systems	duler I duler II duler III duler III duler Manager disst I tisst II tisst II tisst II tisst II tisst IV	125   145   165   185	0-2 Years 2-4 Years	
Sched Specialist Services Specialist Services Scient Scien	duler III duler Manager titist II titist III titist III titist IV titist IV	165 ! 185		renduced to delete on relevant experience in project scrieduling is preferred, strong dreamzational skills.
Sched   Specialist Services   Scient	duler Manager ntist II ntist III ntist IV ntist IV ntist V	185		2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules.     5-7 years of experience in complex project scheduling, with a proven track record of managing multiple
Scient Land: Chain Land: Party Systems Development System System Scient	ntist II ntist III ntist IV ntist V		7 Years or more 0-2 years (with education)	7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a
Scient Scient Scient Scient Scient Scient Scient Scient Surveying Chain Land Systems Development Systems Systems	ntist IV ntist V		2-3 Years	Continuing developmental level, performs standard scientific work requiring application of standard
Surveying Chain Land: Party Systems Development System			3-5 Years 5-10 Years	Independently evaluates, selects, and applies standard scientific techniques and procedures while using Fully competent scientist in all conventional aspects of subject matter or functional area of assignments:
Party Systems Development System			10 Years or more	Applies diversified knowledee of scientific principles and practices to broad variety of assignments and Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies
Systems Development System	l Surveyer		4 Years or more	Responsible for initiating and completing both the preliminary and final land surveys and ensuring that  Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates
	ems Developer I ems Developer II		2 Years 2-5 Years	Systems Certification Required, Business Process Design, Implementation, Testing Systems Certification Required, Business Process Design, Implementation, Testing
System	ems Developer III		5-10 Years or more	Systems Certification Required. Business Process Design. Implementation. Testing
Techn	inical Support II		2 Years 2-5 Years	Systems Certification Required Systems Certification Required
	nical Support III punting Technician/Bookkeeper		5-10 Years 2 Years	Systems Certification Required Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and
			2-5 Years 7 Years or more	Responsible for maintaining a complete and systematic set of records of business transactions. Balances Manages professional level accounting functions and the preparation of reports including earnings,
Finan	ncial Analyst		1 Year or more (with education)	Analyzes past and present financial data of organization and estimates future revenues and expenditures,
Architects (Including Landscape) Archit	itect I		7 Years or more 0-1 Years	Responsible for the oreanization's financial information and administration. Supervises accounting.  Plans and designs building projects for clients according to their desires, needs, and financial resources,
Lands	itect II Iscape Architect I		1-2 Years 0-2 years (with education)	Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of Designs and plans development of land areas for projects, such as parks, highways, commercial/residential
Lands Urbai	Iscape Architect II In Planner		2-4 years 1 Year or more	Same as above. May have supervisory responsibilities. Typically has an associate degree and license with  Plans and develops comprehensive programs and plans for development, growth, revitalization, and
Cadd & Designers CADD	D Technician I D Technician II		0-5 Years 6 years or more	Under general supervision, prepares layouts, drawings, and designs according to engineering specs using In addition to above, carries out more novel or complex assignments using more independent judement.
Design	ener/Drafter I		0-5 Years	Assists professionals in designing, planning, and execution of segments of projects. Uses BIM. MEP. CADD.
Design	ener/Drafter II ener/Drafter III		6 vears or more 10 Years or more	In addition to above, converses with engineers and other subject matter experts to interpret design Same as above. Has additional experience and supervisory responsibilities, works on more complex
	D/Designer Supervisor D/Designer Manager		10 Years or more 15 Years or more	Responsible for the coordination/supervision of operators/designers. Assigns projects, coordinates  Considered 2nd level manager over projects and personnel to ensure conformance to client requirements.
	struction Inspector I		0-2 Years 3-7 Years	Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction Same as above. Typically reports to Project Manager or Construction Manager and may have certification
Const	struction Inspector III		8-11 Years	Same as above. Inspects difficult/complex phases of construction. May process change orders. May have
Const	struction Inspector Lead/Supervisor struction Manager I		11 Years or more 0-5 Years	Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or large Liaison between field staff and project manager. Ensures adherence to contract terms, performance.
Const	struction Manager II struction Manager III		6-10 Years 11 Years or more	Same as above. Responsible for larger projects. Typically requires bachelor's degree and 6–10 years of Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of
	neering Intern – Student		0 Years 0-2 Years	Under direction of engineer professionals, performs project assignments to acquire relevant work  Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform
EIT II EIT III	I :	145	3-5 Years 6 Years or more	Performs continuing development-level engineering work, requires application of standard techniques and
Engine	neer I	185	4-8 Years	In addition to above, may coordinate work of technicians. Typically has a bachelor's or master's degree, Professional engineer (PE) working under general supervision, establishes basic design criteria and
Engin Engin			9-13 Years 14-18 Years	PE with responsibility for technical performance on small to medium projects or designated tasks on large PE with major responsibility for technical performance on medium to large projects or multiple projects.
	neer IV ware Engineer I		19 Years or more 0-4 Years	PE with full responsibility for large, complex projects or a number of large projects. Generally reports Working under general supervision, develops, researches, designs, implements, tests, and evaluates
Softw	ware Engineer II ware Engineer III		5-10 Years 11-15 Years	Same as Software Engineer I, with more autonomy. May have major responsibility on small or medium Same as Software Engineer I, with autonomy and some supervisory responsibilities. Major responsibility on
Softw	ware Engineer IV	:	16 Years or more	Same as Software Engineer I, with full autonomy and supervisory responsibilities. Major or full
Engine	neering VP	320	10 Years or more 12 Years or more	Has on-site responsibility for day-to-day operations of a firm office separate from the main office (i.e. Responsible for a seement, discipline, business unit, geographic region, or project type. In larger firms.
Geographic Information Systems (GIS)  GIS I  GIS II			1-2 Years 3-7 Years	Creates/maintains databases, maps, and graphs that can be combined with geographically referenced  Same as above, Less oversight of work and more independence. May have limited supervisory
GIS III Graphic Designers Graph			8 Years or more 1-5 Years	Same as above. Works without supervision, and may supervise others. Typically has a bachelor's degree or Designs art and layouts for material to be presented by visual communications media such as books.
Graph			6 Years or more 7 Years or more	Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+
Information Technology (IT) IT Tec	chnician		1-5 Years	Supervises graphic design staff. Decision-maker with final say of layout and content of materials.  Plans and coordinates activities such as the installation and upgrading of hardware and software,
	vork/Systems Administrator rammer Analyst		3-5 Years 5 Years or more	Administers design, organization, and implementation of network, and heads technical support staff who Analyzes and critiques computer programs and systems. and develops new programs. Reviews users'
	epartment Manager keting Assistant		5 Years or more 1-5 Years	Responsible for firm's computerized operations. Oversees IT technicians and network administrators. Plans Provides administrative support for marketing activities. High school graduate with 1–5 years of experience
Marke	keting Associate	185	6 Years or more 5 Years or more	Gives support to advertising programs to promote products or services. Assists in the development and Responsible for planning, coordinating, executing and evaluating strategic marketing plans. Leads teams
Marke	keting Director	250	5 Years or more	Senior member of firm management who is responsible for all marketing activities, research, market
Busin	ness Development Manager/Director		5 Years or more 7 Years or more	Seeks business opportunities for the firm. Majority of time is spent making client contacts. Responsible for Manages and aids in the analyzing, planning, research, and development of organization's objectives and
			0-2 Years 2-3 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and Same as above, but with additional/more complex duties, more experience, and less oversight. High school
Execu	utive Assistant te Manager		5 Years or more 5 Years or more	Supports executive by handling a wide variety of situations involving the administrative functions of the Manages and organizes office operations and procedures, such as word processing, bookkeeping.
Recor	ords Specialist		2 Years or more	Maintains official records. Oversees on- and off-site storage, retention schedules, and disaster recovery
HR M	Generalist Manager		3 Years or more 5 Years or more	Responsible for day-to-day HR functions such as employee relations, payroll, benefits, training, hiring, etc.  Responsible for coordinating the hiring, training, and retention of professional staff for the firm, benefits
Photo	ogrammetist I ogrammetist II		1-6 Years 7 Years or more	Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of
	(non-iet)		8 Years or more 0-5 Years	Pilots corporate turboprop or piston airplanes to transport passengers, mail, or freight, or for other Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or
Plann			6-10 Years 11 Years or more	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and
Project, Contract, & Compliance Coordinators Project	ner III/Manager ect Coordinator I ect Coordinator II	:	1-5 Years	Same as above. Works independently and/or has supervisory responsibilities. Works on laree/complex  Checks master schedule and work orders, establishes priorities, and changes schedule according to  Same as above. May have limited supervisory responsibilities. Typically has bachelor's deeree and 6+ years
Contr	ract Administrator		6 Years or more 5 Years or more	Administers activities concerned with contracts for purchase or sale of equipment, materials, or services,
	ract Manager pliance Officer I		5 Years or more 7 Years or more	Manages activities of professional-level personnel concerned with contracts for purchase or sale of Researches and maintains knowledge of regulatory practices and requirements. analyzes the Company's
			7 Years or more 2-5 years	Oversees and coordinates the development, maintenance, implementation, and revision of policies and Plans, coordinates, and oversees activities of entire projects to ensure that goals or objectives are
Proied	ect Manager II	250	5-7 Years 7-10 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has
Project	ect Manager IV	290	10 years or more	Same as above. Has sole responsibility for multiple large, complex projects. May be executive-level
Scientists Enviro	t-of-Way Specialist ronmental Scientist I		12 Years or more 1-5 Years	Secures purchase or lease of land and right-of-ways for construction projects through negotiation with Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their
	ronmental Scientist II ronmental Scientist III		6-10 Years 11 Years or more	Same as above. Less oversight of work and more independence. Mav help train lower-level staff or have Same as above. Works on large/complex projects. Mav have supervisory responsibilities. Mav have a
Enviro	ronmental Scientist Manager pratory Assistant		10 Years or more 1-5 Years	Oversees the work of scientists. Assigns and directs projects. Serves as expert advisor to clients and Logs samples, tests materials, supports investigation of problems, and identifies corrective actions.
Labor	ratory Manager		6 Years or more	Responsible for the direction, administration, and operation of the laboratory. Oversees staff and ensures
Histor			5 Years or more 5 Years or more	Unearths archaeological sites, and documents, itemizes, and studies unearthed items. Researches, Creates chronological account of past events dealing with some phase of human activity, either in terms of
Surve	ey Technician I ev Technician II		0-3 Years 4 Years or more	Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief Same as above, with more experience. Less direct oversight from supervisor. Typically has some technical
	evor I		1-6 Years 7 Years or more	Professional licensed survevor who establishes official land, air-soace, and water boundaries by survevine.  Same as above. May supervise/train lower-level surveyors and/or survey technicians. Typically has college
Partv	v Chief ev Manager		4 Years or more 8 Years or more	Plans. oreanizes. and directs surveine/mapping activities and related projects. Supervises professional
Princi	cipal Surveyor		10 Years or more	Final responsibility for planning and direction of all aspects of a firm's surveying operations, including
Techn	d Processor inical Writer		0 Years or more 1 Year or more	Types, compiles, edits, prints, and stores documents, such as correspondence, reports, records, forms, Writes and updates material for reports, manuals, briefs, proposals, instruction books, catalogs, and
	nical Editor osal Writer		3 Years or more 2 Years or more	Refines work and heads and coordinates activities of writers engaged in preparing technical/scientific  Coordinates the full life-cycle of proposal development. Reviews requests for proposals.

# **OLSSON**

Area of Expertise	Position Ho	urly Rate Professional Experience	Qualifications
Area of Expertise Administrative Support	Administrative Support Assistant I	0-2 Years	Qualifications  General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Support Assistant II Administrative Support Assistant III	2-3 Years 3-4 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school Same as above, with more experience, and less oversight. Able to lead one or more major program
Analytics Development	Administrative Support Assistant IV Data Architect I	4+ Years or more 2 years	Principal assistant for administrative matters to a departmental head, agency director, or another Requires a bachelor's degree in computer science or a related field, proficiency in database management
	Data Architect II  Data Architect III	2-5 Years 5-10 Years	Tvoically requires a bachelor's degree in computer science or a related field, along with 2-5 years of Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of
	Data Architect IV Data Analyst I	10 Years or more 2 Years	Typically requires a master's degree in computer science or a related field, along with 104 years of Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field,
	Data Analyst I Data Analyst II Data Analyst III	2-5 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of
	Data Analyst IV	5-10 Years 10 Years or more	Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of
Auditing	Internal Auditor Job Captain	3 Years or more	Is responsible for auditine accountine, financial, and statistical reports and data within the company to Provides coordination of draftine required to for biddine purposes and construction. May be called to work
	Laboratory Technician I Laboratory Technician II	1-2 Years 2-3 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defined Performs routine scientific tasks under close supervision or from detailed and controlled laboratory
	Laboratory Technician III Laboratory Technician IV	3-5 Years 5-7 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts  Performs wide variety of non-routine assignments of differing complexities under general supervisory
	Laboratory Technician V	8-10 Years	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and
Architectural Design	Supervising Laboratory Technician/Laboratory Architect I	10 Years or more 0-1 Years	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree
	Architect II Architect III	1-2 Years 2-4 Years	Developmental level performs routine architectural assignments under direct supervision. Works from Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria
	Architect IV Architect V	4-8 Years 8-12 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent Applies sound and diverse knowledge of architectural principles and practices in broad array of
	Architect VI Architect VII	12-16 Years 16-20 Years	Responsible for interpreting, organizing, executing, and coordinating assignments. Plans and develops Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
Commissioning	Architect VIII Architect VIII Commissioning Agent I	20 Years or more 1-2 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural  Makes authoritative decisions and recommendations of significant impact on firm's primary architectural  Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level
Commissioning	Commissioning Agent II	2-4 Years	Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.
	Commissioning Agent III Commissioning Supervisor	4-6 Years 6-10 Years	Senior level commissioning agent. Independently performs non-routine and complex commissioning work Commissioning supervisor. Monitors. reviews. and coordinates all commissioning activities for an assigned
Construction	Commissioning Manager Chief Construction Representative	10 Years or more 10 Years or more	Commissioning manager. Accountable for delivery of commissioning services across multiple projects. May Plans and coordinates all field-inspection activities and reviews the work of Inspectors to ensure
	Construction Coordinator Construction Manager	1-4 Years 6-10 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical
	Construction Representative	2-5 Years	Responsible, through subordinate Resident Construction Managers, for overall management direction of Ensures. through testing and observation. that the project construction complies with plans and Desident plans the particular of the project construction complies with plans and project plans the project plans the
	Field Engineer Field Superintendent	0-2 Years 2-5 Years	Position monitors the activities of contractors on the construction site within a discipline or multiple Responsible for the day-to-day construction activities of contractors on-site with regard to scheduline
	Materials Manager Materials Tester	5 Years or more	Monitors. reviews. and coordinates all materials movement and storage. May be required to negotiate Under general supervision, performs specialized materials testing assignments, including collecting and
	Resident Construction Manager I Resident Construction Manager II	1-3 years 3 Years or more	Responsible for all field-construction activities on small to medium-size projects. Accountability includes Responsible for all field-construction activities on a large-scale project. May have own project work force,
	Resident Engineer Senior Construction Manager	5 Years or more 10 Years or more	Position is responsible for multiple construction projects or a single project of a large scale requiring
	Senior Construction Representative	5-10 Years	Oversees the managerial direction of many projects where technical complexity is at the highest and This level has significant inspection experience with capability of handling large projects of moderate
Contract Management	Contract Administrator I Contract Administrator II	2 Years 2-5 Years	Manages basic contracts, overseeing compliance and documentation. Tvoically handles routine Coordinates and manages moderately complex contracts and changes, conducting negotiations and
	Contract Manager I Contract Manager II	5-10 Years 10 Years or more	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance
Cost Management	Cost Engineer Cost Manager I	1-2 Years 2-6 Years	Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically Manages cost estimation and control processes for projects of moderate complexity. Coordinates with
	Cost Manager II Cost Manager III	6-10 years 10 years or more	Oversees cost management for complex projects, conducting detailed cost analysis, forecasting, and risk Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk
Digital Information	Digital Information System Coordinator	0-6 Years	Coordinates the implementation and maintenance of digital information systems. ensuring effective use
Document Management	Digital Information System Manager  Document Controller I	6 Years or more 2 Years	Oversees the strategic planning, implementation, and management of digital information systems within Responsible for organizing and managing project documentation, ensuring accuracy, version control, and
	Document Controller II  Document Manager I	2-5 Years 5-10 Years	Manages the document control process for multiple projects, overseeing document workflows,  Oversees the document management process, ensuring compliance with regulations and organizational
	Document Manager II Project Controls Engineer I	10-20 Years or more 2 years	Directs strategic document management initiatives, implementing systems for efficient document creation Assists in the development and implementation of project control systems, including cost estimating,
	Proiect Controls Engineer II	2-5 years	Manages project control activities for moderate to complex projects, developing and implementing cost.
Engineering	Proiect Controls Manager I Engineer I	5-10 Years 0 (with education)	Oversees the project controls function, leading the development and implementation of project control Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent (to
	Engineer II Engineer III	1-4 Years 4-7 Years	Continuine developmental level. performs standard engineering work requiring application of standard Independently evaluates, selects, and applies standard engineering techniques and procedures while using
	Engineer IV Engineer V	7-10 Years 10-13 Years	.Fully competent engineer in all conventional aspects of subject matter or functional area of assignments; Applies diversified knowledge of engineering principles and practices to broad variety of assignments and
	Engineer VI Engineer VII	13-18 Years 18-23 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and Makes authoritative decisions and recommendations having important impact on extensive engineering
	Engineer VIII Engineer IX	23-28 Years 28 Years or more	Makes authoritative decisions and recommendations having significant impact on extensive engineering Makes authoritative decisions and recommendations having significant impact on extensive engineering Provides overall supervision to Department to assure that technical, administrative, man-hour, and
	Engineer/Architect Specialist	3 Years or more	Provides overall sudervision to Department to assure that technical, administrative, man-hour, and Performs specialized and advance engineering or architectural work involving project management on the Performs supervisory work over professional engineers or architects, and develops, implements, and
	Engineer/Architect Supervisor Engineer Technician I	3 Years or more 0-2 Years	Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers
	Engineer Technician II Engineer Technician III	2-4 Years 4-6 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Con-ducts a Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical
	Enginner Technician IV Instrument Technician	6 Years or more 0-2 Years	Performs non-routine and complex assignments with responsibility for planning and conducting a complete Maintains and operates all instruments and measuring devices needed to complete different types of
Estimating	Estimator I Civil Estimator II Civil	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator III Civil	5-10 Years	Provide budeetary estimates for particular trade, review design estimates.  Provide budeetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Civil Estimator I Structural	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Structural Estimator III Structural	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Structural Estimator   Architectural	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Architectural Estimator III Architectural	2-5 Years 5-10 Years	Provide buddetary estimates, for particular trade, review desien estimates.  Provide buddetary estimates for particular trade, review desien estimates.  Provide buddetary estimates, review desien estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Architectural	10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Electrical Estimator II Electrical	2 Years 2-5 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator. Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Electrical Estimating Manager Electrical	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Mechanical Estimator II Mechanical	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Mechanical	5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Mechanical Estimating I Plumbing	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimating II Plumbing Estimating III Plumbing	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimate.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Plumbing Estimator I Comms / IT	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Comms / IT Estimator III Comms / IT	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Comms / IT	10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Security Estimator II Security	2 Years 2-5 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Security Estimating Manager Security	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
Interior Design	Interior Design Apprentice Interior Designer I	0-4 Years 0-2 years (with education)	Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills Degree in Interior Design with limited experience in professional office. Requires basic understanding of
	Interior Designer II Interior Designer III	2-4 Years 4-6 Years	Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic  Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II
	Interior Designer IV	6-8 years	Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to
	Interior Designer V Interior Designer VI	8-10 years 10 years or more	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive
Landscaping	Landscape Architect I (Entry Level) Landscape Architect II	0-2 years (with education) 2-4 years	Entry level professional work requiring bachelor's degree in applicable science and no experience, or the Intermediate professional level with developing ability to perform moderately complex project tasks with
	Landscape Architect III Manager of Landscape Architecture	4-6 years 6 years or more	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring Provides technical and administrative supervision and direction to assigned landscape architecture and
	Project Accountant Project Manager	2-4 Years	Performs various specialized accounting functions of moderate complexity and ensures that procedures Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager I	1-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager II Senior Landscape Architect	6 years or more 6 Years or more	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.  Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5
Primavera P6 Support	Technical Support I Technical Support II	2 Years 2-5 Years	Primavera P6 Certification Required Primavera P6 Certification Required
Project Management	Technical Support III	5-10 Years	Primavera P6 Certification Required
Proiect Management	Proiect Engineer Assistant Proiect Manager	< 2 Years 5-10 Years	A bachelor's degree in engineering is required, with strong technical skills and an eagerness to learn from Along with a bachelor's degree in a relevant field (engineering or construction management preferred).
	Project Manager Functional I	2-5 years	A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on
	Project Manager Functional II	5-7 Years	5-7 years of experience managing projects, with a strong understanding of public works procedures and
	Project Manager Functional II Project Manager Functional III Project Manager Functional IV	5-7 Years 7-10 Years 10 years or more	5-7 years of experience managing projects, with a strong understanding of public works procedures and 7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder 10+ years of experience managing large-scale public works projects, with a proven track record of success.

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Í	Principal Project Manager		20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A
Quality Assurance	Facilities QA Inspector I Facilities QA Inspector II		0-2 Years 2-4 years	Entry level facilities quality assurance inspector. Performs simple and routine tasks under close supervision Mid-level facilities quality assurance inspector. Performs non-routine assignments of substantial variety
	Facilities QA Inspector III		4-7 Years	Senior level facilities quality assurance inspector. Performs non-routine assignments of substantial variety  Senior level facilities quality assurance inspector. Performs non-routine and complex assignments with
	Facilities QA Inspector Supervisor Civil QA Inspector I		7 Years or more 0-2 Years	Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection Entry level civil quality assurance inspector. Performs simple and routine tasks under close supervision by
	Civil QA Inspector II		2-4 years	Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and
	Civil Senior QA Inspector Civil Senior QA Inspector Supervisor		4-7 Years 7 Years or more	Senior level civil quality assurance inspector. Performs non-routine assignments of substantial variety and Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities.
	Civil Electrical QA Inspector		4 Years or more	Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial
Quality Control Risk Management	Quality-Control Engineer Risk Manager I		4 years or more 2 Years	Position involves the performance of conventional quality-control functions within a discipline to ensure A bachelor's degree in risk management, finance, or a related field is required. Experience in risk
	Risk Manager II		2-5 Years	2-5 years of experience in risk management, with a strong understanding of risk management frameworks
	Risk Manager III Risk Manager IV		5-10 Years 10-20 Years or more	5-10 years of experience in risk management, with a proven track record of implementing and managing 10+ years of experience in risk management, with leadership experience in a risk management team.
Scheduling	Scheduler I		0-2 Years	An associate's degree or relevant experience in project scheduling is preferred. Strong organizational skills. 2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules.
	Scheduler III		2-4 Years 5-7 Years	5-7 years of experience in project scheduling, with the ability to develop and maintain project schedules.
Specialist Services	Scheduler Manager Scientist I		7 Years or more  0-2 years (with education)	7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a
Specialist Services	Scientist II		2-3 Years	Continuing developmental level. performs standard scientific work requiring application of standard
	Scientist III Scientist IV		3-5 Years 5-10 Years	Independently evaluates, selects, and applies standard scientific techniques and procedures while using Fully competent scientist in all conventional aspects of subject matter or functional area of assignments:
	Scientist V		10 Years or more	Applies diversified knowledge of scientific principles and practices to broad variety of assignments and Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies
Surveying	Chain/Rod Technician Land Surveyer			Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies  Responsible for initiating and completing both the preliminary and final land surveys and ensuring that
Systems Development	Party Chief Systems Developer I		4 Years or more 2 Years	Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates Systems Certification Required, Business Process Design, Implementation, Testing
Systems Development	Systems Developer II		2-5 Years	Systems Certification Required, Business Process Design, Implementation, Testing
Systems Support	Systems Developer III Technical Support I		5-10 Years or more 2 Years	Systems Certification Required. Business Process Design. Implementation. Testing Systems Certification Required
Systems Subbort	Technical Support II		2-5 Years	Systems Certification Required
Accounting & Finance	Technical Support III Accounting Technician/Bookkeeper		5-10 Years 2 Years	Systems Certification Required  Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and
recounting a rinance	Accountant		2-5 Years	Responsible for maintaining a complete and systematic set of records of business transactions. Balances
	Accounting Manager Financial Analyst		7 Years or more 1 Year or more (with education)	Manages professional level accounting functions and the preparation of reports including earnings, Analyzes past and present financial data of organization and estimates future revenues and expenditures,
	Finance Manager		7 Years or more	Responsible for the organization's financial information and administration. Supervises accounting.
Architects (Including Landscape)	Architect I Architect II		0-1 Years 1-2 Years	Plans and designs building projects for clients according to their desires, needs, and financial resources, Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of
	Landscape Architect I Landscape Architect II		0-2 years (with education) 2-4 years	Designs and plans development of land areas for projects, such as parks, highways, commercial/residential Same as above. May have supervisory responsibilities. Typically has an associate degree and license with
	Urban Planner		1 Year or more	Plans and develops comprehensive programs and plans for development, growth, revitalization, and
Cadd & Designers	CADD Technician II		0-5 Years 6 years or more	Under general supervision, prepares layouts, drawings, and designs according to engineering specs using In addition to above, carries out more novel or complex assignments using more independent judgment.
	Designer/Drafter I		0-5 Years	Assists professionals in designing, planning, and execution of segments of projects, Uses BIM, MEP, CADD,
	Designer/Drafter II  Designer/Drafter III		6 vears or more 10 Years or more	In addition to above, converses with engineers and other subject matter experts to interpret design  Same as above. Has additional experience and supervisory responsibilities, works on more complex
	CADD/Designer Supervisor		10 Years or more	Responsible for the coordination/supervision of operators/designers. Assigns projects, coordinates
Construction Inspectors & Managers	CADD/Designer Manager Construction Inspector I		15 Years or more 0-2 Years	Considered 2nd level manager over projects and personnel to ensure conformance to client requirements.  Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction
	Construction Inspector II Construction Inspector III		3-7 Years 8-11 Years	Same as above. Typically reports to Project Manager or Construction Manager and may have certification Same as above. Inspects difficult/complex phases of construction. May process change orders. May have
	Construction Inspector III Construction Inspector Lead/Supervisor		11 Years or more	Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or large
	Construction Manager I Construction Manager II		0-5 Years 6-10 Years	Liaison between field staff and proiect manager. Ensures adherence to contract terms. performance.  Same as above. Responsible for larger proiects. Typically requires bachelor's degree and 6–10 years of
	Construction Manager III		11 Years or more	Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of
Engineers	Engineering Intern – Student EIT I		0 Years 0-2 Years	Under direction of engineer professionals, performs project assignments to acquire relevant work Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform
	EIT II		3-5 Years	Performs continuing development-level engineering work, requires application of standard techniques and
	EIT III Engineer I		6 Years or more 4-8 Years	In addition to above, may coordinate work of technicians. Typically has a bachelor's or master's degree, Professional engineer (PE) working under general supervision, establishes basic design criteria and
	Engineer II		9-13 Years	PE with responsibility for technical performance on small to medium projects or designated tasks on large
	Engineer III Engineer IV		14-18 Years 19 Years or more	PE with major responsibility for technical performance on medium to large projects or multiple projects.  PE with full responsibility for large, complex projects or a number of large projects. Generally reports
	Software Engineer I		0-4 Years	Working under general supervision, develops, researches, designs, implements, tests, and evaluates
	Software Engineer III		5-10 Years 11-15 Years	Same as Software Engineer I, with more autonomy. May have major responsibility on small or medium Same as Software Engineer I, with autonomy and some supervisory responsibilities. Major responsibility on
	Software Engineer IV Engineering Manager		16 Years or more 10 Years or more	Same as Software Engineer I, with full autonomy and supervisory responsibilities. Major or full  Has on-site responsibility for day-to-day operations of a firm office separate from the main office (i.e.
	Engineering VP		12 Years or more	Responsible for a segment, discipline, business unit, geographic region, or project type. In larger firms.
Geographic Information Systems (GIS)	GIS I		1-2 Years 3-7 Years	Creates/maintains databases. maps. and graphs that can be combined with geographically referenced Same as above. Less oversight of work and more independence. May have limited supervisory
	GIS III		8 Years or more	Same as above. Works without supervision, and may supervise others. Tvoically has a bachelor's degree or
Graphic Designers	Graphic I		1-5 Years 6 Years or more	Designs art and layouts for material to be presented by visual communications media such as books.  Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+
	Graphic Manager		7 Years or more	Supervises graphic design staff. Decision-maker with final say of layout and content of materials.
Information Technology (IT)	IT Technician Network/Systems Administrator		1-5 Years 3-5 Years	Plans and coordinates activities such as the installation and upgrading of hardware and software, Administers design, organization, and implementation of network, and heads technical support staff who
	Programmer Analyst IT Department Manager		5 Years or more 5 Years or more	Analyzes and critiques computer programs and systems, and develops new programs. Reviews users'
Marketing	Marketine Assistant		1-5 Years	Responsible for firm's computerized operations. Oversees IT technicians and network administrators. Plans Provides administrative support for marketing activities. High school graduate with 1–5 years of experience
	Marketing Associate Marketing Manager		6 Years or more 5 Years or more	Gives support to advertising programs to promote products or services. Assists in the development and Responsible for planning, coordinating, executing and evaluating strategic marketing plans. Leads teams
	Marketing Director		5 Years or more	Senior member of firm management who is responsible for all marketing activities, research, market
	Business Development Associate Business Development Manager/Director		5 Years or more 7 Years or more	Seeks business opportunities for the firm. Majority of time is spent making client contacts. Responsible for Manages and aids in the analyzing, planning, research, and development of organization's objectives and
Office	Administrative Assistant I		0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Assistant II Executive Assistant		2-3 Years 5 Years or more	Same as above, but with additional/more complex duties, more experience, and less oversight. High school Supports executive by handling a wide variety of situations involving the administrative functions of the
	Office Manager		5 Years or more	Manages and organizes office operations and procedures, such as word processing, bookkeeping.
	Records Specialist HR Generalist		2 Years or more 3 Years or more	Maintains official records. Oversees on- and off-site storage, retention schedules, and disaster recovery Responsible for day-to-day HR functions such as employee relations, payroll, benefits, training, hiring, etc.
Dh ata arammatista	HR Manager		5 Years or more	Responsible for coordinating the hiring, training, and retention of professional staff for the firm, benefits
Photogrammetists	Photogrammetist I Photogrammetist II		1-6 Years 7 Years or more	Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of
Pilots Planners	Pilot (non-iet) Planner I	\$131.00	8 Years or more 0-5 Years	Pilots corporate turboprop or piston airplanes to transport passengers, mail, or freight, or for other  Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or
riailleis	Planner II		6-10 Years	Same as above but with more experience/education. Mav lead small teams. Has bachelor's degree and
Project, Contract, & Compliance Coordinators	Planner III/Manager Project Coordinator I	\$229.00	11 Years or more 1-5 Years	Same as above. Works independently and/or has supervisory responsibilities. Works on laree/complex Checks master schedule and work orders, establishes priorities, and changes schedule according to
	Project Coordinator II Contract Administrator		6 Years or more	Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+ years
	Contract Administrator Contract Manager		5 Years or more 5 Years or more	Administers activities concerned with contracts for purchase or sale of equipment, materials, or services,  Manages activities of professional-level personnel concerned with contracts for purchase or sale of
	Compliance Officer I		7 Years or more 7 Years or more	Researches and maintains knowledge of regulatory practices and requirements. analyzes the Company's
Proiect Managers	Compliance Officer II Project Manager I		2-5 years	Oversees and coordinates the development, maintenance, implementation, and revision of policies and Plans, coordinates, and oversees activities of entire projects to ensure that goals or objectives are
	Project Manager III		5-7 Years 7-10 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has
	Project Manager IV	\$252.00	10 years or more	Same as above. Has sole responsibility for multiple large, complex projects. May be executive- level
Right-Of-Way Specialists Scientists	Right-of-Way Specialist Environmental Scientist I	\$140.00	12 Years or more 1-5 Years	Secures purchase or lease of land and right-of-ways for construction projects through negotiation with Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their
	Environmental Scientist II	\$197.00	6-10 Years	Same as above. Less oversight of work and more independence. May help train lower-level staff or have
	Environmental Scientist III Environmental Scientist Manager	\$227.00	11 Years or more 10 Years or more	Same as above. Works on laree/complex projects. May have supervisory responsibilities. May have a Oversees the work of scientists. Assigns and directs projects. Serves as expert advisor to clients and
	Laboratory Assistant		1-5 Years	Loes samples, tests materials, supports investigation of problems, and identifies corrective actions.
	Laboratory Manager Archaeologist		6 Years or more 5 Years or more	Responsible for the direction, administration, and operation of the laboratory. Oversees staff and ensures Unearths archaeological sites, and documents, itemizes, and studies unearthed items. Researches,
Surveyors	Historian Survey Technician I		5 Years or more 0-3 Years	Creates chronological account of past events dealing with some phase of human activity, either in terms of
Surveyors	Survey Technician II		4 Years or more	Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief Same as above, with more experience. Less direct oversight from supervisor. Typically has some technical
	Surveyor II		1-6 Years 7 Years or more	Professional licensed survevor who establishes official land, air-space, and water boundaries by survevine.  Same as above. May supervise/train lower-level surveyors and/or survey technicians. Typically has college
	Party Chief		4 Years or more	Plans. organizes, and directs work of one or more survey parties engaged in surveying the Earth's surface to
	Survey Manager Principal Surveyor		8 Years or more 10 Years or more	Plans. manages. and directs surveving/mapping activities and related projects. Supervises professional Final responsibility for planning and direction of all aspects of a firm's surveying operations, including
Technical Writers	Word Processor		0 Years or more	Types, compiles, edits, prints, and stores documents, such as correspondence, reports, records, forms,
	Technical Writer Technical Editor		1 Year or more 3 Years or more	Writes and updates material for reports, manuals, briefs, proposals, instruction books, catalogs, and Refines work and heads and coordinates activities of writers engaged in preparing technical/scientific
	Proposal Writer		2 Years or more	Coordinates the full life-cycle of proposal development. Reviews requests for proposals.

#### **PEAK CONSULTING**

#### **Subconsultant Name:**

List <u>ALL</u> potential personnel titles/classifications that may be utilized under the contract and their respective hourly rate. Do not list names of personnel, only titles (i.e. Project Manager).

The City will not compensate for expenses such as postage, mileage, parking, or telephone costs.

Reproductions, if requested by the City, shall be reimbursed at actual cost if approved in advance by the Project Manager. Reproductions requested by the City such as end-of-phase reports, drawings, bid documents, record drawing reproductions, etc. are not included in the hourly rates will be itemized as a not-to-exceed expense, and will be reimbursed at actual cost.

Title/Classification	Responsibilities	Rate/hou	r
Principal Project Manager	Proven leadership skills and a distinguished career in managing high-profile public works projects.	\$	310.69
Project Manager IV	Same as Project Manager I. Has sole responsibility for multiple large, complex projects. May be executive-level employee.	\$	294.34
Project Manager III	Same as Project Manager I. Has sole responsibility for mid- to large-level projects, and/or multiple projects.	\$	245.28
Project Manager II	Same as Project Manager I. Has sole responsibility for small- to mid-level projects, and/or multiple projects.	\$	210.55
	Plans, coordinates, and oversees activities of entire projects to ensure that goals or objectives are accomplished within prescribed time-frame and funding parameters. Reviews project proposal or plan to determine time-frame, funding limitations, procedures, staffing, and allotment of resources to various phases of projects. Establishes work plan and multi-disciplinary staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Is part of a team on large projects, or has sole responsibility for small, minimally complex projects.		
Project Manager I	Same as Project Coordinator I. May have limited	\$	163.52
Project Coordinator II	supervisory responsibilities.	\$	130.49
	Checks master schedule and work orders, establishes priorities, and changes schedule according to projects,		
Project Coordinator I	work order specifications, and established priorities.	\$	114.47

## **PEAK CONSULTING**

	Creates/maintains databases, maps, and graphs that can be combined with geographically referenced data, working with GIS software and programs that have the capacity to relate different types of data, such as socioeconomic, demographic, administrative or political boundaries, land use, land cover, environmental, infrastructure, and transportation networks. Works without supervision, and may supervise others.		
GIS III		\$	228.93
Planner II	Same as Planner I. May lead small teams.	\$	149.36
	Develops scope and cost estimates, and manages	Ÿ	145.50
Planner I	budgets and schedules.	\$	99.06
	Oversees the work of scientists. Assigns and directs	,	
	projects. Serves as expert advisor to clients and		
Environmental Scientist Manager	interfaces with regulatory agencies.	\$	228.93
	Same as Environmental Scientist I. Works on		
	large/complex projects. May have supervisory		
	responsibilities. May have a master's degree or higher		
Environmental Scientist III	and 11+ years of experience.	\$	184.78
	Same as Environmental Scientist I . Less oversight of		
	work and more independence. May help train lower- level staff or have limited supervisory responsibilities.		
Environmental Scientist II	level staff of flave liftlited supervisory responsibilities.	\$	121.01
	Researches to identify and abate or eliminate sources of		
	pollutants that affect people, wildlife, and their environments. Analyzes and documents measurements		
	and observations of air, water, soil, and other sources to		
	make recommendations on how best to clean and		
	preserve the environment. Designs and evaluates waste		
	disposal sites, preserves water supplies, and reclaims		
	contaminated land and water. Includes all types of		
	scientists (biologists, chemists, geologists, hydrologists, etc.).		
Environmental Scientist I		\$	91.18
	Under direction of engineer professionals, performs		
	project assignments to acquire relevant work		
Engineering Intern – Student	experience.	\$	71.95

# **PERKINS & WILL**

Area of Expertise	Position	Hourly Ra	ate	Professional Experience	Qualifications
Administrative Support	Administrative Support Assistant I		\$95 0	0-2 Years 2-3 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Administrative Support Assistant II Administrative Support Assistant III		\$109 3	8-4 Years	Same as above, with more experience, and less oversight. Able to lead one or more major program
Analytics Development	Administrative Support Assistant IV Data Architect I	x		+ Years or more ! vears	Principal assistant for administrative matters to a departmental head, agency director, or another Requires a bachelor's degree in computer science or a related field, proficiency in database management
	Data Architect II Data Architect III	X X		!-5 Years 10 Years	Tvoically requires a bachelor's degree in computer science or a related field, along with 2-5 years of Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of
	Data Architect IV Data Analyst I	x	1	0 Years or more	Typically requires a master's degree in computer science or a related field, along with 10+ years of Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field,
	Data Analyst II	x	2	2-5 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of
	Data Analyst III Data Analyst IV	x x	1	i-10 Years 10 Years or more	Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of
Auditing	Internal Auditor Job Captain	x x		Years or more	Is responsible for auditing accounting, financial, and statistical reports and data within the company to Provides coordination of drafting required to for bidding purposes and construction. May be called to work
	Laboratory Technician I Laboratory Technician II	x x		I-2 Years I-3 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defined  Performs routine scientific tasks under close supervision or from detailed and controlled laboratory
	Laboratory Technician III Laboratory Technician IV	×	3	3-5 Years 3-7 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts Performs wide variety of non-routine assignments of differing complexities under general supervisory
	Laboratory Technician V	x	8	3-10 Years	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and
Architectural Design	Supervising Laboratory Technician/Labora Architect I	torv x	\$130 0	0 Years or more 0-1 Years	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree
	Architect II Architect III		\$165 2	-2 Years -4 Years	Developmental level performs routine architectural assignments under direct supervision. Works from Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria
	Architect IV Architect V			I-8 Years I-12 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent Applies sound and diverse knowledge of architectural principles and practices in broad array of
	Architect VI Architect VII			2-16 Years L6-20 Years	Responsible for interpreting, organizing, executing, and coordinating assignments. Plans and develops  Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
Commissioning	Architect VIII Commissioning Agent I		\$266 2	20 Years or more 1-2 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
Commissioning	Commissioning Agent II	x x	2	2-4 Years	Entry level commissionine agent. Performs simple and routine tasks under close supervision by higher-level Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.
	Commissioning Agent III Commissioning Supervisor	x x	6	I-6 Years I-10 Years	Senior level commissioning agent. Independently performs non-routine and complex commissioning work Commissioning supervisor. Monitors, reviews, and coordinates all commissioning activities for an assigned
Construction	Commissioning Manager Chief Construction Representative	x x		10 Years or more	Commissioning manager. Accountable for delivery of commissioning services across multiple projects. May Plans and coordinates all field-inspection activities and reviews the work of Inspectors to ensure
	Construction Coordinator Construction Manager	x		-4 Years -10 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical Responsible, through subordinate Resident Construction Managers, for overall management direction of
	Construction Representative	x	2	2-5 Years	Ensures, through testing and observation, that the project construction complies with plans and
	Field Engineer Field Superintendent	x x	2	0-2 Years 2-5 Years	Position monitors the activities of contractors on the construction site within a discipline or multiple Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling
	Materials Manager Materials Tester	x x		Years or more	Monitors. reviews. and coordinates all materials movement and storage. May be required to negotiate Under general supervision, performs specialized materials testing assignments, including collecting and
	Resident Construction Manager I Resident Construction Manager II	x x		I-3 years I Years or more	Responsible for all field-construction activities on small to medium-size projects. Accountability includes Responsible for all field-construction activities on a large-scale project. May have own project work force,
	Resident Engineer Senior Construction Manager	x x	5	Years or more	Position is responsible for multiple construction projects or a single project of a large scale requiring  Oversees the managerial direction of many projects where technical complexity is at the highest and
Contract Monacour	Senior Construction Manager Senior Construction Representative Contract Administrator I	x	5	-10 Years	This level has significant inspection experience with capability of handling large projects of moderate
Contract Management	Contract Administrator II	x x	2	! Years !-5 Years	Manages basic contracts, overseeing compliance and documentation. Typically handles routine Coordinates and manages moderately complex contracts and changes, conducting negotiations and
	Contract Manager I Contract Manager II	x x	1	i-10 Years LO Years or more	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance
Cost Management	Cost Engineer Cost Manager I	x x		I-2 Years I-6 Years	Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically Manages cost estimation and control processes for projects of moderate complexity. Coordinates with
	Cost Manager II Cost Manager III	x	6	5-10 years 10 years or more	Oversees cost management for complex projects, conducting detailed cost analysis, forecasting, and risk Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk
Digital Information	Digital Information System Coordinator	x	0	0-6 Years	Coordinates the implementation and maintenance of digital information systems. ensuring effective use
Document Management	Digital Information System Manager Document Controller I	x x	2	Years or more Years	Oversees the strategic planning, implementation, and management of digital information systems within Responsible for organizing and managing project documentation, ensuring accuracy, version control, and
	Document Controller II Document Manager I	x x		2-5 Years 5-10 Years	Manages the document control process for multiple projects, overseeing document workflows,  Oversees the document management process, ensuring compliance with regulations and organizational
	Document Manager II Project Controls Engineer I	x x		.0-20 Years or more ! years	Directs strategic document management initiatives, implementing systems for efficient document creation, Assists in the development and implementation of project control systems, including cost estimating,
	Proiect Controls Engineer II	×	2	2-5 vears	Manages project control activities for moderate to complex projects, developing and implementing cost.
Engineering	Proiect Controls Manager I Engineer I	x x	0	-10 Years (with education)	Oversees the project controls function, leading the development and implementation of project control Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent (to
	Engineer II Engineer III	x x		l-4 Years I-7 Years	Continuing developmental level, performs standard engineering work requiring application of standard Independently evaluates, selects, and applies standard engineering techniques and procedures while using
	Engineer IV Engineer V	x x		7-10 Years 10-13 Years	. Fully competent engineer in all conventional aspects of subject matter or functional area of assignments; Applies diversified knowledge of engineering principles and practices to broad variety of assignments and
	Engineer VI Engineer VII	x x	1	13-18 Years 18-23 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and Makes authoritative decisions and recommendations having important impact on extensive engineering
	Engineer VIII Engineer IX	x	2	23-28 Years	Makes authoritative decisions and recommendations having significant impact on extensive engineering
	Engineer/Architect Specialist	x	3	8 Years or more 3 Years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, and Performs specialized and advance engineering or architectural work involving project management on the
	Engineer/Architect Supervisor Engineer Technician I	x x	0	3 Years or more 3-2 Years	Performs supervisory work over professional engineers or architects, and develops, implements, and Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers
	Engineer Technician II Engineer Technician III	x x		l-4 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Con- ducts a Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical
	Enginner Technician IV Instrument Technician	x		Years or more 0-2 Years	Performs non-routine and complex assignments with responsibility for planning and conducting a complete Maintains and operates all instruments and measuring devices needed to complete different types of
Estimating	Estimator I Civil	x	2	! Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Civil Estimator III Civil	x x	5	!-5 Years -10 Years	Provide budeetary estimates for particular trade, review design estimates.  Provide budeetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Civil Estimator I Structural	x x		.0-20 Years or more ! Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Structural Estimator III Structural	x x		!-5 Years i-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Structural Estimator   Architectural	x	1	0-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators: develoo simple estimates with oversight from senior estimator.
	Estimator II Architectural	x	2	2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Architectural Estimating Manager Architectural	x x	1	-10 Years L0-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Electrical Estimator II Electrical	x x		! Years !-5 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Electrical Estimating Manager Electrical	×		-10 Years L0-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates. provide independent estimates for change orders, support contract and change
	Estimator I Mechanical Estimator II Mechanical	x	2	! Years !-5 Years	Provide support to senior estimators: develoo simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Mechanical	x x	5	-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Mechanical Estimating I Plumbing	x x	2	LO-20 Years or more ! Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimating II Plumbing Estimating III Plumbing	x x		!-5 Years 10 Years	Provide budgetary estimates for particular trade, review design estimate.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Plumbing Estimator I Comms / IT	x		0-20 Years or more ! Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Comms / IT	x	2	!-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Comms / IT Estimating Manager Comms / IT	x x	1	i-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Security Estimator II Security	x x		! Years !-5 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Security Estimating Manager Security	x x		i-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
Interior Design	Interior Design Apprentice Interior Designer I		\$115 0	0-4 Years 0-2 years (with education)	Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills Degree in Interior Design with limited experience in professional office. Requires basic understanding of
	Interior Designer II Interior Designer III		\$126 2	2-4 Years 1-6 Years	Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II
	Interior Designer IV		\$172 6	i-8 years	Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to
	Interior Designer V Interior Designer VI		\$266 1	3-10 years LO years or more	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive
Landscaping	Landscape Architect I (Entry Level) Landscape Architect II		\$102 0	0-2 years (with education) 2-4 years	Entry level professional work requiring bachelor's degree in applicable science and no experience, or the Intermediate professional level with developing ability to perform moderately complex project tasks with
	Landscape Architect III Manager of Landscape Architecture		\$228 4	I-6 years years or more	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring Provides technical and administrative supervision and direction to assigned landscape architecture and
	Project Accountant	\$120		-4 Years	Performs various specialized accounting functions of moderate complexity and ensures that procedures
	Project Manager Project Manager I	x x		L-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial, Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager II Senior Landscape Architect	×		years or more Years or more	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.  Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5
Primavera P6 Support	Technical Support I	×	2	! Years	Primavera P6 Certification Required
	Technical Support II Technical Support III	x x	5	-5 Years -10 Years	Primavera P6 Certification Required Primavera P6 Certification Required
Proiect Management	Project Engineer Assistant Project Manager	×	\$250 5	: 2 Years -10 Years	A bachelor's degree in engineering is required, with strong technical skills and an eagerness to learn from Along with a bachelor's degree in a relevant field (engineering or construction management preferred).
	Project Manager Functional I Project Manager Functional II		\$265 2	?-5 years 5-7 Years	A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on 5-7 years of experience managing projects, with a strong understanding of public works procedures and
	Project Manager Functional III Project Manager Functional III Project Manager Functional IV		\$280 7	7-10 Years 10 years or more	7-10 years of experience leading complex projects, with a focus on problem-solving and stakeholder 10+ years of experience managing large-scale public works projects, with a proven track record of success.

## **PERKINS & WILL**

Overlite Assurance	Principal Project Manager (Principal)	\$39	95 20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A
Quality Assurance	Facilities QA Inspector I Facilities QA Inspector II	x x	0-2 Years 2-4 years	Entry level facilities quality assurance inspector. Performs simple and routine tasks under close supervision Mid-level facilities quality assurance inspector. Performs non-routine assignments of substantial variety
	Facilities QA Inspector III Facilities QA Inspector Supervisor	x x	4-7 Years 7 Years or more	Senior level facilities quality assurance inspector. Performs non-routine and complex assignments with Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection
	Civil QA Inspector I Civil QA Inspector II	x	0-2 Years 2-4 years	Entry level civil quality assurance inspector. Performs simple and routine tasks under close supervision by Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and
	Civil Senior QA Inspector	x	4-7 Years	Senior level civil quality assurance inspector. Performs non-routine assignments of substantial variety and
	Civil Senior QA Inspector Supervisor Civil Electrical QA Inspector	x x	7 Years or more 4 Years or more	Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities.  Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial
Quality Control Risk Management	Quality-Control Engineer Risk Manager I	x x	4 years or more 2 Years	Position involves the performance of conventional quality-control functions within a discipline to ensure A bachelor's degree in risk management, finance, or a related field is required. Experience in risk
	Risk Manager II Risk Manager III	x x	2-5 Years 5-10 Years	2-5 years of experience in risk management, with a strong understanding of risk management frameworks 5-10 years of experience in risk management, with a proven track record of implementing and managing
Sala da Para	Risk Manager IV	x	10-20 Years or more	10+ years of experience in risk management, with leadership experience in a risk management team.
Scheduling	Scheduler I Scheduler II	x x	0-2 Years 2-4 Years	An associate's degree or relevant experience in project scheduling is preferred. Strong organizational skills. 2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules.
	Scheduler III Scheduler Manager	x x	5-7 Years 7 Years or more	5-7 years of experience in complex project scheduling, with a proven track record of managing multiple 7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to
Specialist Services	Scientist I Scientist II	x x	0-2 years (with education) 2-3 Years	Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a Continuing developmental level, performs standard scientific work requiring application of standard
	Scientist III Scientist IV	x	3-5 Years 5-10 Years	Independently evaluates, selects, and applies standard scientific techniques and procedures while using Fully competent scientist in all conventional aspects of subject matter or functional area of assignments:
	Scientist V	x	10 Years or more	Applies diversified knowledge of scientific principles and practices to broad variety of assignments and
Surveying	Chain/Rod Technician Land Surveyer	x x		Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies Responsible for initiating and completing both the preliminary and final land surveys and ensuring that
Systems Development	Party Chief Systems Developer I	x x	4 Years or more 2 Years	Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer II Systems Developer III	X	2-5 Years 5-10 Years or more	Systems Certification Required, Business Process Design, Implementation, Testing Systems Certification Required. Business Process Design. Implementation. Testing
Systems Support	Technical Support I	x x	2 Years	Systems Certification Required
	Technical Support II Technical Support III	x x	2-5 Years 5-10 Years	Systems Certification Required Systems Certification Required
Accounting & Finance	Accounting Technician/Bookkeeper Accountant	x x	2 Years 2-5 Years	Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and Responsible for maintaining a complete and systematic set of records of business transactions. Balances
	Accounting Manager Financial Analyst	x	7 Years or more	Manages professional level accounting functions and the preparation of reports including earnings,  Analyzes past and present financial data of organization and estimates future revenues and expenditures,
	Finance Manager	x	1 Year or more (with education) 7 Years or more	Responsible for the organization's financial information and administration. Supervises accounting.
Architects (Including Landscape)	Architect I Architect II	\$128 \$173	0-1 Years 1-2 Years	Plans and designs building projects for clients according to their desires, needs, and financial resources, Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of
	Landscape Architect I Landscape Architect II	\$221 \$158	0-2 years (with education) 2-4 years	Designs and plans development of land areas for projects, such as parks, highways, commercial/residential Same as above. May have supervisory responsibilities. Typically has an associate degree and license with
Cadd & Designers	Urban Planner CADD Technician I	\$195 \$127	1 Year or more	Plans and develops comprehensive programs and plans for development, growth, revitalization, and Under general supervision, prepares layouts, drawings, and designs according to engineering specs using
COUG & DESIGNEES	CADD Technician II	\$170	0-5 Years 6 years or more	In addition to above, carries out more novel or complex assignments using more independent judgment.
	Designer/Drafter I Designer/Drafter II	\$140 \$152	0-5 Years 6 years or more	Assists professionals in designing, planning, and execution of segments of projects, Uses BIM, MEP, CADD. In addition to above, converses with engineers and other subject matter experts to interpret design
	Designer/Drafter III CADD/Designer Supervisor	\$178 x	10 Years or more 10 Years or more	Same as above. Has additional experience and supervisory responsibilities, works on more complex Responsible for the coordination/supervision of operators/designers. Assigns projects, coordinates
Construction Inspectors & Managers	CADD/Designer Manager Construction Inspector I	x	15 Years or more 0-2 Years	Considered 2nd level manager over projects and personnel to ensure conformance to client requirements. Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction
Construction inspectors & Managers	Construction Inspector II	x	3-7 Years	Same as above. Typically reports to Project Manager or Construction Manager and may have certification
	Construction Inspector III Construction Inspector Lead/Supervisor	x x	8-11 Years 11 Years or more	Same as above. Inspects difficult/complex phases of construction. May process change orders. May have Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or large
	Construction Manager I Construction Manager II	x x	0-5 Years 6-10 Years	Liaison between field staff and project manager. Ensures adherence to contract terms, performance.  Same as above. Responsible for larger projects. Typically requires bachelor's degree and 6–10 years of
Engineers	Construction Manager III Engineering Intern – Student	X X	11 Years or more 0 Years	Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of Under direction of engineer professionals, performs project assignments to acquire relevant work
Elizabeth	EIT I	x	0-2 Years	Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform
	EIT II EIT III	x x	3-5 Years 6 Years or more	Performs continuing development-level engineering work, requires application of standard techniques and In addition to above, may coordinate work of technicians. Typically has a bachelor's or master's degree,
	Engineer I Engineer II	x x	4-8 Years 9-13 Years	Professional engineer (PE) working under general supervision, establishes basic design criteria and PE with responsibility for technical performance on small to medium projects or designated tasks on large
	Engineer III Engineer IV	x x	14-18 Years 19 Years or more	PE with major responsibility for technical performance on medium to large projects or multiple projects.  PE with full responsibility for large, complex projects or a number of large projects. Generally reports
	Software Engineer I Software Engineer II	x	0-4 Years 5-10 Years	Working under general supervision, develops, researches, designs, implements, tests, and evaluates  Same as Software Engineer I, with more autonomy. May have major responsibility on small or medium
	Software Engineer III	x	11-15 Years	Same as Software Engineer I, with autonomy and some supervisory responsibilities. Major responsibility on
	Software Engineer IV Engineering Manager	x x	16 Years or more 10 Years or more	Same as Software Engineer I, with full autonomy and supervisory responsibilities. Major or full Has on-site responsibility for day-to-day operations of a firm office separate from the main office (i.e.
Geographic Information Systems (GIS)	Engineering VP GIS I	x \$145	12 Years or more 1-2 Years	Responsible for a seement, discipline, business unit, geographic region, or project type. In larger firms.  Creates/maintains databases, maps, and graphs that can be combined with geographically referenced
	GIS III	\$160 \$190	3-7 Years 8 Years or more	Same as above. Less oversight of work and more independence. May have limited supervisory  Same as above. Works without supervision, and may supervise others. Typically has a bachelor's degree or
Graphic Designers	Graphic I	\$84	1-5 Years	Designs art and layouts for material to be presented by visual communications media such as books.
	Graphic II Graphic Manager	\$128 \$220	6 Years or more 7 Years or more	Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+ Supervises graphic design staff. Decision-maker with final say of layout and content of materials.
Information Technology (IT)	IT Technician Network/Systems Administrator	x x	1-5 Years 3-5 Years	Plans and coordinates activities such as the installation and upgrading of hardware and software, Administers design, organization, and implementation of network, and heads technical support staff who
	Programmer Analyst IT Department Manager	x	5 Years or more 5 Years or more	Analyzes and critiques computer programs and systems, and develops new programs. Reviews users' Responsible for firm's computerized operations. Oversees IT technicians and network administrators. Plans
Marketing	Marketine Assistant	x	1-5 Years	Provides administrative support for marketing activities. High school graduate with 1–5 years of experience
	Marketing Associate Marketing Manager	x x	6 Years or more 5 Years or more	Gives support to advertising programs to promote products or services. Assists in the development and Responsible for planning, coordinating, executing and evaluating strategic marketing plans. Leads teams
	Marketing Director  Business Development Associate	x x	5 Years or more 5 Years or more	Senior member of firm management who is responsible for all marketing activities, research, market Seeks business opportunities for the firm. Majority of time is spent making client contacts. Responsible for
Office	Business Development Manager/Director Administrative Assistant I	x \$95	7 Years or more 0-2 Years	Manages and aids in the analyzing, planning, research, and development of organization's objectives and General office duties such as answering phones, preparing correspondence and reports, scheduling and
onice	Administrative Assistant II  Executive Assistant	\$105	2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Office Manager	\$125 \$135	5 Years or more 5 Years or more	Supports executive by handline a wide variety of situations involving the administrative functions of the Manages and organizes office operations and procedures, such as word processing, bookkeeping.
	Records Specialist HR Generalist	x x	2 Years or more 3 Years or more	Maintains official records. Oversees on- and off-site storage, retention schedules, and disaster recovery Responsible for day-to-day HR functions such as employee relations, payroll, benefits, training, hiring, etc.
Photogrammetists	HR Manager Photogrammetist I	x x	5 Years or more 1-6 Years	Responsible for coordinating the hiring, training, and retention of professional staff for the firm, benefits Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data
Pilots	Photogrammetist II Pilot (non-iet)	×	7 Years or more 8 Years or more	Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of
Pliots Planners	Planner I	x \$135	0-5 Years	Pilots corporate turboprop or piston airolanes to transport passengers, mail, or freight, or for other Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or
	Planner II Planner III/Manager	\$170 \$219	6-10 Years 11 Years or more	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and Same as above. Works independently and/or has supervisory responsibilities. Works on large/complex
Project, Contract, & Compliance Coordinators	Project Coordinator I Project Coordinator II	x x	1-5 Years 6 Years or more	Checks master schedule and work orders, establishes priorities, and changes schedule according to Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+ years
	Contract Administrator	×	5 Years or more 5 Years or more	Administers activities concerned with contracts for purchase or sale of equipment, materials, or services,
	Contract Manager Compliance Officer I	x x	7 Years or more	Manages activities of professional-level personnel concerned with contracts for purchase or sale of Researches and maintains knowledge of regulatory practices and requirements, analyzes the Company's
Proiect Managers	Compliance Officer II Proiect Manager I	x \$205	7 Years or more 2-5 years	Oversees and coordinates the development. maintenance. implementation. and revision of policies and Plans. coordinates. and oversees activities of entire projects to ensure that goals or objectives are
	Project Manager II Project Manager III	\$250 \$280	5-7 Years 7-10 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has
Right-Of-Way Specialists	Project Wanager IV Right-of-Way Specialist	\$395	10 years or more	Same as above. Has sole responsibility for multiple large, complex projects. May be executive- level  Secures purchase or lease of land and right-of-ways for construction projects through negotiation with
Right-Or-Way Specialists Scientists	Environmental Scientist I	x x	12 Years or more 1-5 Years	Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their
	Environmental Scientist II Environmental Scientist III	x x	6-10 Years 11 Years or more	Same as above. Less oversieht of work and more independence. May help train lower-level staff or have Same as above. Works on large/complex projects. May have supervisory responsibilities. May have a
	Environmental Scientist Manager Laboratory Assistant	x x	10 Years or more 1-5 Years	Oversees the work of scientists. Assigns and directs projects. Serves as expert advisor to clients and Logs samples, tests materials, supports investigation of problems, and identifies corrective actions.
	Laboratory Manager Archaeologist	x	6 Years or more	Responsible for the direction, administration, and operation of the laboratory. Oversees staff and ensures
	Historian	x	5 Years or more 5 Years or more	Unearths archaeological sites, and documents, itemizes, and studies unearthed items. Researches, Creates chronological account of past events dealing with some phase of human activity, either in terms of
Surveyors	Survey Technician I Survey Technician II	x x	0-3 Years 4 Years or more	Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief Same as above, with more experience. Less direct oversight from supervisor. Typically has some technical
	Survevor I Survevor II	x x	1-6 Years 7 Years or more	Professional licensed survevor who establishes official land. air-soace. and water boundaries by survevine.  Same as above. May supervise/train lower-level survevors and/or survev technicians. Tvoically has college
	Party Chief	 X	4 Years or more	Plans. organizes, and directs work of one or more survey parties engaged in surveying the Earth's surface to
	Survey Manager Principal Surveyor	x x	8 Years or more 10 Years or more	Plans. manages. and directs survevine/mapping activities and related projects. Supervises professional Final responsibility for planning and direction of all aspects of a firm's surveying operations, including
Technical Writers	Word Processor Technical Writer	x x	0 Years or more 1 Year or more	Types, compiles, edits, prints, and stores documents, such as correspondence, reports, records, forms, Writes and updates material for reports, manuals, briefs, proposals, instruction books, catalogs, and
	Technical Editor	x	3 Years or more	Refines work and heads and coordinates activities of writers engaged in preparing technical/scientific Coordinates the full life-cycle of proposal development. Reviews requests for proposals.
	Proposal Writer		2 Years or more	

## **PINYON**

	Position	Hourly Rate Professional Town	urience Qualifications
Area of Expertise Administrative Support	Administrative Support Assistant I	Hourly Rate Professional Experimental S84 0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling
	Administrative Support Assistant II Administrative Support Assistant III	2-3 Years 3-4 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. Hij Same as above, with more experience, and less oversight. Able to lead one or more major program
Analytica Davidan	Administrative Support Assistant IV	4+ Years or more	Principal assistant for administrative matters to a departmental head, agency director, or another
Analytics Development	Data Architect I  Data Architect II	2 vears 2-5 Years	Requires a bachelor's degree in computer science or a related field, proficiency in database manage.  Typically requires a bachelor's degree in computer science or a related field, along with 2-5 years of the science
	Data Architect III Data Architect IV	5-10 Years 10 Years or more	Requires a bachelor's or master's degree in computer science or a related field. along with 5-10 ve Typically requires a master's degree in computer science or a related field, along with 10+ years of
	Data Analyst I	2 Years	Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related fie
	Data Analyst II Data Analyst III	2-5 Years 5-10 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of
Auditing	Data Analyst IV Internal Auditor	10 Years or more 3 Years or more	Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of
Additine	Job Captain		Is responsible for auditing accounting, financial, and statistical reports and data within the compa Provides coordination of drafting required to for bidding purposes and construction. May be called
	Laboratory Technician I Laboratory Technician II	1-2 Years 2-3 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defin Performs routine scientific tasks under close supervision or from detailed and controlled laborator
	Laboratory Technician III Laboratory Technician IV	3-5 Years 5-7 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Con Performs wide variety of non-routine assignments of differing complexities under general supervis
	Laboratory Technician V	8-10 Years	Performs non-routine and complex scientific laboratory assignments with responsibility for planni
Architectural Design	Supervising Laboratory Technician/Laboratory Architect I	10 Years or more 0-1 Years	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory level or professional work requiring bachelor's degree in architecture and no experience, or or
	Architect II Architect III	1-2 Years 2-4 Years	Developmental level performs routine architectural assignments under direct supervision. Works Independently evaluates, selects, and applies standard architectural techniques, procedures, and
	Architect IV	4-8 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring inde
	Architect V Architect VI	8-12 Years 12-16 Years	Applies sound and diverse knowledge of architectural principles and practices in broad array of Responsible for interpreting, organizing, executing, and coordinating assignments. Plans and devel
	Architect VII	16-20 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary archit
Commissioning	Architect VIII Commissioning Agent I	20 Years or more 1-2 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary archit Entry level commissioning agent. Performs simple and routine tasks under close supervision by his
	Commissioning Agent II Commissioning Agent III	2-4 Years 4-6 Years	Mid-level commissioning agent. Performs non-routine assignments of substantial variety and com Senior level commissioning agent. Independently performs non-routine and complex commissioning
	Commissioning Supervisor	6-10 Years	Commissioning supervisor. Monitors. reviews. and coordinates all commissioning activities for an
Construction	Commissioning Manager Chief Construction Representative	10 Years or more 10 Years or more	Commissioning manager. Accountable for delivery of commissioning services across multiple projet Plans and coordinates all field-inspection activities and reviews the work of Inspectors to ensure
	Construction Coordinator	1-4 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the
	Construction Manager Construction Representative	6-10 Years 2-5 Years	Responsible, through subordinate Resident Construction Managers, for overall management direc Ensures. through testing and observation, that the project construction complies with plans and
	Field Engineer Field Superintendent	0-2 Years 2-5 Years	Position monitors the activities of contractors on the construction site within a discipline or multic Responsible for the day-to-day construction activities of contractors on-site with regard to schedu
	Materials Manager	5 Years or more	Monitors, reviews, and coordinates all materials movement and storage. May be required to nego
	Materials Tester Resident Construction Manager I	1-3 years	Under general supervision, performs specialized materials testing assignments, including collecting Responsible for all field-construction activities on small to medium-size projects. Accountability in
	Resident Construction Manager II	3 Years or more	Responsible for all field-construction activities on a large-scale project. May have own project wor
	Resident Engineer Senior Construction Manager	5 Years or more 10 Years or more	Position is responsible for multiple construction projects or a single project of a large scale requiring Oversees the managerial direction of many projects where technical complexity is at the highest a
Contract Management	Senior Construction Representative Contract Administrator I	5-10 Years \$116 2 Years	This level has significant inspection experience with capability of handling large projects of moders Manages basic contracts, overseeing compliance and documentation. Typically handles routine
	Contract Administrator II	\$126 2-5 Years	Coordinates and manages moderately complex contracts and changes, conducting negotiations are
	Contract Manager I Contract Manager II	5-10 Years 10 Years or more	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bio Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring co
Cost Management	Cost Engineer Cost Manager I	1-2 Years 2-6 Years	Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typ Manages cost estimation and control processes for projects of moderate complexity. Coordinates
	Cost Manager II	6-10 years	Oversees cost management for complex projects, conducting detailed cost analysis, forecasting, a
Digital Information	Cost Manager III Digital Information System Coordinator	10 years or more 0-6 Years	Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting,  Coordinates the implementation and maintenance of digital information systems. ensuring effecti
	Digital Information System Manager	6 Years or more	Oversees the strategic planning, implementation, and management of digital information systems
Document Management	Document Controller I  Document Controller II	2 Years 2-5 Years	Responsible for organizing and managing project documentation, ensuring accuracy, version contr Manages the document control process for multiple projects, overseeing document workflows,
	Document Manager I  Document Manager II	5-10 Years 10-20 Years or more	Oversees the document management process, ensuring compliance with regulations and organiza Directs strategic document management initiatives, implementing systems for efficient document
	Project Controls Engineer I	\$137 2 years	Assists in the development and implementation of project control systems, including cost estimation
	Proiect Controls Engineer II Proiect Controls Manager I	2-5 years 5-10 Years	Manages project control activities for moderate to complex projects, developing and implementin Oversees the project controls function, leading the development and implementation of project co
Engineering	Engineer I Engineer II	\$163 0 (with education)	Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equiv
	Engineer II	\$179 1-4 Years \$210 4-7 Years	Continuing developmental level. performs standard engineering work requiring application of stan Independently evaluates, selects, and applies standard engineering techniques and procedures wh
	Engineer IV Engineer V	\$263 7-10 Years \$284 10-13 Years	.Fully competent engineer in all conventional aspects of subject matter or functional area of assign Applies diversified knowledge of engineering principles and practices to broad variety of assignme
	Engineer VI	\$299 13-18 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans a
	Engineer VII Engineer VIII	18-23 Years 23-28 Years	Makes authoritative decisions and recommendations having important impact on extensive engin Makes authoritative decisions and recommendations having significant impact on extensive engin
	Engineer IX Engineer/Architect Specialist	28 Years or more 3 Years or more	Provides overall supervision to Department to assure that technical, administrative, man-hour, an Performs specialized and advance engineering or architectural work involving project managemen
	Engineer/Architect Supervisor	3 Years or more	Performs supervisory work over professional engineers or architects, and develops, implements, a
	Engineer Technician I Engineer Technician II	\$131 0-2 Years \$137 2-4 Years	Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Performs standardized or prescribed assignments involving a sequence of related operations. Con-
	Engineer Technician III	\$142 4-6 Years	Performs non-routine assignments of substantial variety and complexity. Receives objectives and
	Enginner Technician IV Instrument Technician	\$152 6 Years or more 0-2 Years	Performs non-routine and complex assignments with responsibility for planning and conducting a Maintains and operates all instruments and measuring devices needed to complete different type
Estimating	Estimator I Civil Estimator II Civil	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estima
	Estimator III Civil	5-10 Years	Provide budeetarv estimates for particular trade, review design estimates.  Provide budeetarv estimates, review design estimates, review proposals and bid tabs, provide ana
	Estimating Manager Civil Estimator   Structural	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and Provide support to senior estimators; develop simple estimates with oversight from senior estimates.
	Estimator II Structural	2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Structural Estimating Manager Structural	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide ana Review design estimates, provide independent estimates for change orders, support contract and
	Estimator I Architectural Estimator II Architectural	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimater provide budgetary estimates for particular trade, review design estimates.
	Estimator III Architectural	5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide ana
	Estimating Manager Architectural Estimator I Electrical	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and Provide support to senior estimators; develop simple estimates with oversight from senior estima
	Estimator II Electrical Estimator III Electrical	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide ana
	Estimating Manager Electrical	10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and
	Estimator I Mechanical Estimator II Mechanical	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimater provide budgetary estimates for particular trade, review design estimates.
	Estimator III Mechanical	5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide ana
	Estimating Manager Mechanical Estimating I Plumbing	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and Provide support to senior estimators; develop simple estimates with oversight from senior estima
	Estimating II Plumbing Estimating III Plumbing	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimate.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide ana
	Estimating Manager Plumbing	10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and
		2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimates Provide budgetary estimates for particular trade, review design estimates.
	Estimator I Comms / IT Estimator II Comms / IT	2-5 Years	
	Estimator II Comms / IT Estimator III Comms / IT	2-5 Years 5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide and
	Estimator II Comms / IT Estimator III Comms / IT Estimatine Manaeer Comms / IT Estimator I Security	2-5 Years 5-10 Years 10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and Provide support to senior estimators; develop simple estimates with oversight from senior estima
	Estimator II Comms / IT Estimator III Comms / IT Estimating Manager Comms / IT	2-5 Years 5-10 Years 10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and Provide support to senior estimators; develop simple estimates with oversight from senior estima Provide budgetary estimates for particular trade, review design estimates.
latadas Parin	Estimator II Comms / IT Estimator III Comms / IT Estimator III Comms / IT Estimator I Security Estimator I Security Estimator II Security Estimator III Security Estimator III Security	2-5 Years 5-10 Years 10-20 Years or more 2 Years 2-5 Years 5-10 Years 10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and Provide support to senior estimators; develop simple estimates with oversight from senior estimat Provide budgetary estimates for particular trade, review design estimates. Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide an Review design estimates, provide independent estimates for change orders, support contract and
interior Design	Estimator II Comms / IT Estimator III Comms / IT Estimator III Comms / IT Estimator I Security Estimator I Security Estimator II Security Estimator III Security Estimator III Security Interior Design Appropriate Interior Design Appropriate Interior Designer I	2-5 Years 5-10 Years 10-20 Years or more 2 Years 2-5 Years 5-10 Years 10-20 Years or more 0-4 Years 0-2 years (with education	Review design estimates, provide independent estimates for change orders, support contract and Provide support to senior estimators; develop simple estimates with oversight from senior estimat Provide budgetary estimates for particular trade, review design estimates. Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide an Review design estimates, provide independent estimates for change orders, support contract and Assists basic drawing or cenaration, model making, and assembly assignments. Requires basic eradin Degree in Interior Design with limited experience in professional office. Requires basic understand
Interior Design	Estimator II Comms / IT Estimator III Comms / IT Estimatine Manaeer Comms / IT Estimator I Security Estimator I Security Estimator III Security Estimator III Security Estimating Manager Security Interior Designer I Interior Designer I Interior Designer II	2.5 Years 5-10 Years 10-20 Years or more 2 Years 2.5 Years 5-10 Years or more 0.4 Years 0.2 Years (with education 2.4 Years)	Review design estimates, provide independent estimates for change orders, support contract and Provide support to senior estimators, develop simple estimates with oversight from senior estimate Provide budgetary estimates, review design estimates, eview proposals and bid tabs, provide and Review design estimates, provide independent estimates for change orders, support contract and Assists basic drawing orceparation, model makine, and assembly assignments. Reoulers basic erand Degree in Interior Design with limited experience in professional office. Requires basic understand Degree in Interior Design with minimum? years' experience in professional office. Requires basic understand Degree in Interior Design with minimum? years' experience in professional office. Requires basic understand in the professional office.
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## **PINYON**

i	Principal Project Manager		20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A
Quality Assurance	Facilities QA Inspector I		0-2 Years	Entry level facilities quality assurance inspector. Performs simple and routine tasks under close supervision
	Facilities QA Inspector II Facilities QA Inspector III		2-4 years 4-7 Years	Mid-level facilities quality assurance inspector. Performs non-routine assignments of substantial variety Senior level facilities quality assurance inspector. Performs non-routine and complex assignments with
	Facilities QA Inspector Supervisor		7 Years or more	Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection
	Civil QA Inspector I		0-2 Years	Entry level civil quality assurance inspector. Performs simple and routine tasks under close supervision by Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and
	Civil QA Inspector II Civil Senior QA Inspector		2-4 years 4-7 Years	Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and Senior level civil quality assurance inspector. Performs non-routine assignments of substantial variety and
	Civil Senior QA Inspector Supervisor		7 Years or more	Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities.
Quality Control	Civil Electrical QA Inspector Quality-Control Engineer		4 Years or more 4 years or more	Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial Position involves the performance of conventional quality-control functions within a discipline to ensure
Risk Management	Risk Manager I		2 Years	A bachelor's degree in risk management, finance, or a related field is required. Experience in risk
	Risk Manager II Risk Manager III		2-5 Years 5-10 Years	2-5 years of experience in risk management, with a strong understanding of risk management frameworks 5-10 years of experience in risk management, with a proven track record of implementing and managing
	Risk Manager IV		10-20 Years or more	10+ years of experience in risk management, with a broven track record of miblementing and management team.
Scheduling	Scheduler I		0-2 Years	An associate's degree or relevant experience in project scheduling is preferred. Strong organizational skills.
	Scheduler II Scheduler III		2-4 Years 5-7 Years	2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules. 5-7 years of experience in complex project scheduling, with a proven track record of managing multiple
	Scheduler Manager		7 Years or more	7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to
Specialist Services	Scientist I Scientist II		\$163 <b>0-2 years (with education)</b> \$179 2-3 Years	Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a Continuing developmental level, performs standard scientific work requiring application of standard
	Scientist III		\$210 3-5 Years	Independently evaluates, selects, and applies standard scientific techniques and procedures while using
	Scientist IV Scientist V		\$263 5-10 Years \$284 10 Years or more	Fully competent scientist in all conventional aspects of subject matter or functional area of assignments:  Applies diversified knowledge of scientific principles and practices to broad variety of assignments and
Surveying	Chain/Rod Technician		To read of more	Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies
	Land Surveyer Party Chief		4 Years or more	Responsible for initiating and completing both the preliminary and final land surveys and ensuring that Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates
Systems Development	Systems Developer I		2 Years	Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer II		2-5 Years	Systems Certification Required, Business Process Design, Implementation, Testing
Systems Support	Systems Developer III Technical Support I		5-10 Years or more 2 Years	Systems Certification Required. Business Process Design. Implementation. Testing Systems Certification Required
	Technical Support II		2-5 Years	Systems Certification Required
Accounting & Finance	Technical Support III Accounting Technician/Bookkeeper	\$116	5-10 Years 2 Years	Systems Certification Required Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and
	Accountant	\$126	2-5 Years	Responsible for maintaining a complete and systematic set of records of business transactions. Balances
	Accounting Manager Financial Analyst		7 Years or more 1 Year or more (with education)	Manages professional level accounting functions and the preparation of reports including earnings,  Analyzes past and present financial data of organization and estimates future revenues and expenditures,
	Finance Manager		7 Years or more	Responsible for the organization's financial information and administration. Supervises accounting.
Architects (Including Landscape)	Architect I		0-1 Years	Plans and designs building projects for clients according to their desires, needs, and financial resources,
	Architect II Landscape Architect I		1-2 Years 0-2 years (with education)	Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of Designs and plans development of land areas for projects, such as parks, highways, commercial/residential
	Landscape Architect II		2-4 years	Same as above. May have supervisory responsibilities. Typically has an associate degree and license with
Cadd & Designers	Urban Planner CADD Technician I	\$100	1 Year or more 0-5 Years	Plans and develops comprehensive programs and plans for development, growth, revitalization, and Under general supervision, prepares layouts, drawings, and designs according to engineering specs using
	CADD Technician II	\$110	6 years or more	In addition to above, carries out more novel or complex assignments using more independent judgment.
	Designer/Drafter I Designer/Drafter II	\$131 \$147	0-5 Years 6 years or more	Assists professionals in designing, planning, and execution of segments of projects, Uses BIM, MEP, CADD.  In addition to above, converses with engineers and other subject matter experts to interpret design
	Designer/Drafter III	\$163	10 Years or more	Same as above. Has additional experience and supervisory responsibilities, works on more complex
	CADD/Designer Supervisor CADD/Designer Manager	\$179	10 Years or more 15 Years or more	Responsible for the coordination/supervision of operators/designers. Assigns projects. coordinates
Construction Inspectors & Managers	Construction Inspector I		0-2 Years	Considered 2nd level manager over projects and personnel to ensure conformance to client requirements.  Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction
	Construction Inspector II		3-7 Years	Same as above. Typically reports to Project Manager or Construction Manager and may have certification
	Construction Inspector III Construction Inspector Lead/Supervisor		8-11 Years 11 Years or more	Same as above. Inspects difficult/complex phases of construction. May process change orders. May have Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or large
	Construction Manager I		0-5 Years	Liaison between field staff and project manager. Ensures adherence to contract terms, performance.
	Construction Manager III		6-10 Years	Same as above. Responsible for larger projects. Typically requires bachelor's degree and 6–10 years of
Engineers	Construction Manager III Engineering Intern – Student		11 Years or more 0 Years	Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of Under direction of engineer professionals, performs project assignments to acquire relevant work
	EIT I		0-2 Years	Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform
	EIT II EIT III		3-5 Years 6 Years or more	Performs continuing development-level engineering work, requires application of standard techniques and In addition to above, may coordinate work of technicians. Typically has a bachelor's or master's degree,
	Engineer I		4-8 Years	Professional engineer (PE) working under general supervision, establishes basic design criteria and
	Eneineer II		9-13 Years	PE with responsibility for technical performance on small to medium projects or designated tasks on large
	Engineer IV		14-18 Years 19 Years or more	PE with major responsibility for technical performance on medium to large projects or multiple projects.  PE with full responsibility for large, complex projects or a number of large projects. Generally reports
	Software Engineer I		0-4 Years	Working under general supervision, develops, researches, designs, implements, tests, and evaluates
	Software Engineer II Software Engineer III		5-10 Years 11-15 Years	Same as Software Engineer I, with more autonomy. May have major responsibility on small or medium  Same as Software Engineer I, with autonomy and some supervisory responsibilities. Major responsibility on
	Software Engineer IV		16 Years or more	Same as Software Engineer I, with autonomy and some supervisory responsibilities. Major or full
	Engineering Manager		10 Years or more	Has on-site responsibility for day-to-day operations of a firm office separate from the main office (i.e.
Geographic Information Systems (GIS)	Engineering VP GIS I	\$137	12 Years or more 1-2 Years	Responsible for a seement, discipline, business unit, geographic region, or project type. In larger firms.  Creates/maintains databases, maps, and graphs that can be combined with geographically referenced
	GIS II	\$152	3-7 Years	Same as above. Less oversight of work and more independence. May have limited supervisory
Graphic Designers	GIS III Graphic I	\$168	8 Years or more 1-5 Years	Same as above. Works without supervision, and may supervise others. Typically has a bachelor's degree or Designs art and layouts for material to be presented by visual communications media such as books.
drabile besielers	Graphic II		6 Years or more	Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+
Information Technology (IT)	Graphic Manager IT Technician		7 Years or more 1-5 Years	Supervises graphic design staff. Decision-maker with final say of layout and content of materials.  Plans and coordinates activities such as the installation and upgrading of hardware and software,
Information reciniology (11)	Network/Systems Administrator		3-5 Years	Administers design, organization, and implementation of network, and heads technical support staff who
	Programmer Analyst		5 Years or more	Analyzes and critiques computer programs and systems, and develops new programs. Reviews users'
Marketing	IT Department Manager Marketing Assistant		5 Years or more 1-5 Years	Responsible for firm's computerized operations. Oversees IT technicians and network administrators. Plans  Provides administrative support for marketing activities, High school graduate with 1–5 years of experience
THU KELINE	Marketing Associate		6 Years or more	Gives support to advertising programs to promote products or services. Assists in the development and
	Marketing Manager Marketing Director		5 Years or more 5 Years or more	Responsible for planning, coordinating, executing and evaluating strategic marketing plans. Leads teams  Senior member of firm management who is responsible for all marketing activities, research, market
	Business Development Associate		5 Years or more	Seeks business opportunities for the firm. Majority of time is spent making client contacts. Responsible for
-10	Business Development Manager/Director		7 Years or more	Manages and aids in the analyzing, planning, research, and development of organization's objectives and
Office	Administrative Assistant I Administrative Assistant II		0-2 Years 2-3 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Executive Assistant		5 Years or more	Supports executive by handling a wide variety of situations involving the administrative functions of the
	Office Manager Records Specialist		5 Years or more 2 Years or more	Manages and organizes office operations and procedures, such as word processing, bookkeeping.  Maintains official records. Oversees on- and off-site storage, retention schedules, and disaster recovery
	HR Generalist		3 Years or more	Responsible for day-to-day HR functions such as employee relations, payroll, benefits, training, hiring, etc.
Photogrammetists	HR Manager Photogrammetist I		5 Years or more 1-6 Years	Responsible for coordinating the hiring, training, and retention of professional staff for the firm, benefits Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data
	Photogrammetist II		7 Years or more	Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of
Pilots Planners	Pilot (non-iet) Planner I		8 Years or more 0-5 Years	Pilots corporate turboprop or piston airplanes to transport passengers, mail, or freight, or for other Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or
Planners	Planner II		6-10 Years	Same as above but with more experience/education. May lead small teams. Has bachelor's degree and
	Planner III/Manager		11 Years or more	Same as above. Works independently and/or has supervisory responsibilities. Works on large/complex
Project, Contract, & Compliance Coordinators	Project Coordinator I Project Coordinator II		1-5 Years 6 Years or more	Checks master schedule and work orders, establishes priorities, and changes schedule according to Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+ years
	Contract Administrator		5 Years or more	Administers activities concerned with contracts for purchase or sale of equipment, materials, or services,
	Contract Manager		5 Years or more 7 Years or more	Manages activities of professional-level personnel concerned with contracts for purchase or sale of Researches and maintains knowledge of regulatory practices and requirements, analyzes the Company's
	Compliance Officer I Compliance Officer II		7 Years or more 7 Years or more	Researches and maintains knowledge of regulatory practices and requirements, analyzes the Company's Oversees and coordinates the development, maintenance, implementation, and revision of policies and
Proiect Managers	Proiect Manager I	\$189	2-5 years	Plans. coordinates. and oversees activities of entire projects to ensure that goals or objectives are
	Project Manager II Project Manager III	\$210 \$226	5-7 Years 7-10 Years	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has
	Project Manager IV	\$257	10 years or more	Same as above. Has sole responsibility for multiple large, complex projects. May be executive- level
Right-Of-Way Specialists Scientists	Right-of-Way Specialist Environmental Scientist I	\$137	12 Years or more 1-5 Years	Secures purchase or lease of land and right-of-ways for construction projects through negotiation with Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their
Succession .	Environmental Scientist II	\$168	6-10 Years	Same as above. Less oversight of work and more independence. May help train lower-level staff or have
	Environmental Scientist III	\$200	11 Years or more	Same as above. Works on large/complex projects. May have supervisory responsibilities. May have a
	Environmental Scientist Manager Laboratory Assistant	\$252 \$105	10 Years or more 1-5 Years	Oversees the work of scientists. Assigns and directs projects. Serves as expert advisor to clients and Logs samples, tests materials, supports investigation of problems, and identifies corrective actions.
	Laboratory Manager		6 Years or more	Responsible for the direction, administration, and operation of the laboratory. Oversees staff and ensures
		\$121	5 Years or more 5 Years or more	Unearths archaeological sites, and documents, itemizes, and studies unearthed items. Researches, Creates chronological account of past events dealing with some phase of human activity, either in terms of
	Archaeologist	\$121		
Surveyors		\$121	0-3 Years	Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief
Surveyors	Archaeologist Historian Survey Technician I Survey Technician II	\$121	0-3 Years 4 Years or more	Same as above, with more experience. Less direct oversight from supervisor. Typically has some technical
Surveyors	Archaeologist Historian Survey Technician I Survey Technician II Survevor I	\$121	0-3 Years 4 Years or more 1-6 Years	Same as above, with more experience. Less direct oversight from supervisor. Typically has some technical Professional licensed surveyor who establishes official land, air-space, and water boundaries by surveying.
Surveyors	Archaeologist Historian Survey Technician I Survey Technician II Surveyor I Surveyor I Party Chief	\$121	0-3 Years 4 Years or more 1-6 Years 7 Years or more 4 Years or more	Same as above, with more experience, Less direct oversieht from supervisor. Troically has some technical Professional licensed surveory who establishes official land, air-soace, and water boundaries by survevine. Same as above. May supervise/frain lower-level surveors and/or survev technicians. Troically has collete Plans, oreanizes, and directs work of one or more surveyo artise neamed in survevien the Earth's surface to
Surveyors	Archaeologist Historian Survey Technician I Survey Technician II Surveyor I Surveyor I Partv Chief Survey Manager	\$121	0-3 Years 4 Years or more 1-6 Years 7 Years or more 4 Years or more 8 Years or more	Same as above, with more experience. Less direct oversieht from supervisor. Troically has some technical Professional licensed surveove who establishes official land, air-scaee, and water boundaries be survevine. Same as above. May supervise/train lower-level survevors and/or survev technicians. Troically has college Plans, oreanizes, and directs work of one or more survey parties enzaged in survevine the Earth's surface to Plans, manages, and directs survevine/mapoine activities and related projects. Supervises professional
	Archaeologist Historian Survey Technician I Survey Technician II Survevor II Survevor II Party Chief Survey Manaeer Principal Surveyor		0-3 Years 4 Years or more 1-6 Years 7 Years or more 4 Years or more	Same as above, with more experience, Less direct oversieht from supervisor. Troically has some technical Professional licensed surveover who establishes official land, air-soace, and water boundaries by survevine. Same as above. May supervise/frain lower-level surveovers and/or survev technicians. Troically has collete Plans, oreanizes, and directs work of one or more survey parties enseated in survevien the Earth's surface to Plans, manages, and directs survevine/manoine activities and related projects. Supervises professional Final responsibility for planning and direction of all aspects of a firm's surveying operations, including
Surveyors Technical Writers	Archaeologist Historian Survey Technician I Survey Technician II Surveyor I Surveyor II Surveyor II Party Chief Survey Manaeer Principal Surveyor Word Processor Technical Writer	\$121	0-3 Years 4 Years or more 1-6 Years 7 Years or more 4 Years or more 8 Years or more 10 Years or more 0 Years or more 1 Year or more	Same as above, with more experience, Less direct oversiablt from supervisor. Tvoically has some technical professional licensed surveour who establishes official land, air-soace, and water boundaries by survevine. Same as above. May supervise/frain lower-level surveovrs and/or survev technicians. Tvoically has collete Plans, oreanizes, and directs work of one or more surveyo parties enseaded in survevien the Earth's surface to Plans, manages, and directs survevine/manopine activities and related orolects. Supervises professional Final resonshibility for planning and direction of all aspects of a firm's surveyine poretions, including Types, compiles, edits, prints, and stores documents, such as correspondence, reports, records, forms, Writes and updates material for erposts, manuals, briefs, proposals, instruction books, catalogs, and
	Archaeologist Historian Survey Technician I Survey Technician II Surveyor II Surveyor II Partv Chief Survey Manaeer Principal Surveyor Word Processor		0-3 Years 4 Years or more 1-6 Years 7 Years or more 4 Years or more 8 Years or more 10 Years or more 0 Years or more	Same as above, with more experience. Less direct oversieht from supervisor. Troically has some technical professional licensed surveove who establishes official land, air-soace, and water boundaries be survevine. Same as above. May supervise/train lower-level survevors and/or survev technicians. Tvoically has college Plans, oreanizes, and directs work of one or more surveve portizes enzaged in survevine the Earlish's surface to Plans. manages, and directs survevine/maopine activities and related projects. Supervises professional Final responsibility for planning and direction of all aspects of a firm's surveving operations, including Types, complies, edits, prints, and stores documents, such as correspondence, reports, records, forms,

# **Summit Street Group**

Area of Expertise	Position	Hourly Rate Professional Experience	Qualifications
Area or Expertise  Administrative Support	Administrative Support Assistant I	0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Support Assistant II Administrative Support Assistant III	2-3 Years 3-4 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school Same as above, with more experience, and less oversight. Able to lead one or more major program
	Administrative Support Assistant IV	4+ Years or more	Principal assistant for administrative matters to a departmental head. agency director. or another
Analytics Development	Data Architect I Data Architect II	2 vears 2-5 Years	Requires a bachelor's degree in computer science or a related field, proficiency in database management Typically requires a bachelor's degree in computer science or a related field, along with 2-5 years of
	Data Architect III	5-10 Years	Requires a bachelor's or master's degree in computer science or a related field. along with 5-10 years of
	Data Architect IV Data Analyst I	10 Years or more 2 Years	Typically requires a master's degree in computer science or a related field, along with 10+ years of Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field,
	Data Analyst II Data Analyst III	2-5 Years 5-10 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of
	Data Analyst IV	10 Years or more	Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of
Auditing	Internal Auditor Job Captain	3 Years or more	Is responsible for auditing accounting, financial, and statistical reports and data within the company to Provides coordination of drafting required to for bidding purposes and construction. May be called to work
	Laboratory Technician I	1-2 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defined
	Laboratory Technician II Laboratory Technician III	2-3 Years 3-5 Years	Performs routine scientific tasks under close supervision or from detailed and controlled laboratory Performs standardized or prescribed assignments involving a sequence of related operations. Conducts
	Laboratory Technician IV Laboratory Technician V	5-7 Years 8-10 Years	Performs wide variety of non-routine assignments of differing complexities under general supervisory Performs non-routine and complex scientific laboratory assignments with responsibility for planning and
	Supervising Laboratory Technician/Laboratory	10 Years or more	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory
Architectural Design	Architect I Architect II	0-1 Years 1-2 Years	Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree Developmental level performs routine architectural assignments under direct supervision. Works from
	Architect III	2-4 Years	Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria
	Architect IV Architect V	4-8 Years 8-12 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent Applies sound and diverse knowledge of architectural principles and practices in broad array of
	Architect VI Architect VII	12-16 Years 16-20 Years	Responsible for interpreting, organizing, executing, and coordinating assignments. Plans and develops Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
	Architect VIII	20 Years or more	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
Commissioning	Commissioning Agent I Commissioning Agent II	1-2 Years 2-4 Years	Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.
	Commissioning Agent III	4-6 Years	Senior level commissioning agent. Independently performs non-routine and complex commissioning work
	Commissioning Supervisor Commissioning Manager	6-10 Years 10 Years or more	Commissioning supervisor. Monitors. reviews. and coordinates all commissioning activities for an assigned Commissioning manager. Accountable for delivery of commissioning services across multiple projects. May
Construction	Chief Construction Representative	10 Years or more	Plans and coordinates all field-inspection activities and reviews the work of Inspectors to ensure
	Construction Coordinator Construction Manager	1-4 Years 6-10 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical Responsible, through subordinate Resident Construction Managers, for overall management direction of
	Construction Representative	2-5 Years	Ensures, through testing and observation, that the project construction complies with plans and
	Field Engineer Field Superintendent	0-2 Years 2-5 Years	Position monitors the activities of contractors on the construction site within a discipline or multiple Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling
	Materials Manager Materials Tester	5 Years or more	Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate Under general supervision, performs specialized materials testing assignments, including collecting and
	Resident Construction Manager I	1-3 years	Responsible for all field-construction activities on small to medium-size projects. Accountability includes
	Resident Construction Manager II Resident Engineer	3 Years or more 5 Years or more	Responsible for all field-construction activities on a large-scale project. May have own project work force,  Position is responsible for multiple construction projects or a single project of a large scale requiring
	Senior Construction Manager	10 Years or more	Oversees the managerial direction of many projects where technical complexity is at the highest and
Contract Management	Senior Construction Representative Contract Administrator I	5-10 Years 2 Years	This level has significant inspection experience with capability of handling large projects of moderate Manages basic contracts, overseeing compliance and documentation. Typically handles routine
	Contract Administrator II	2-5 Years	Coordinates and manages moderately complex contracts and changes, conducting negotiations and
	Contract Manager I Contract Manager II	5-10 Years 10 Years or more	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance
Cost Management	Cost Engineer	1-2 Years	Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically
	Cost Manager I Cost Manager II	2-6 Years 6-10 years	Manages cost estimation and control processes for projects of moderate complexity. Coordinates with Oversees cost management for complex projects, conducting detailed cost analysis, forecasting, and risk
Digital Information	Cost Manager III Digital Information System Coordinator	10 years or more 0-6 Years	Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk
	Digital Information System Coordinator  Digital Information System Manager	6 Years or more	Coordinates the implementation and maintenance of digital information systems, ensuring effective use Oversees the strategic planning, implementation, and management of digital information systems within
Document Management	Document Controller I Document Controller II	2 Years 2-5 Years	Responsible for organizing and managing project documentation, ensuring accuracy, version control, and Manages the document control process for multiple projects, overseeing document workflows,
	Document Manager I	5-10 Years	Oversees the document management process, ensuring compliance with regulations and organizational
	Document Manager II Project Controls Engineer I	10-20 Years or more 2 years	Directs strategic document management initiatives, implementing systems for efficient document creation, Assists in the development and implementation of project control systems, including cost estimating,
	Proiect Controls Engineer II	2-5 years	Manages project control activities for moderate to complex projects, developing and implementing cost.
Engineering	Proiect Controls Manager I Engineer I	5-10 Years 0 (with education)	Oversees the project controls function, leading the development and implementation of project control Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent (to
	Engineer II Engineer III	1-4 Years	Continuing developmental level. performs standard engineering work requiring application of standard
	Engineer IV	4-7 Years 7-10 Years	Independently evaluates, selects, and applies standard engineering techniques and procedures while using .Fully competent engineer in all conventional aspects of subject matter or functional area of assignments;
	Engineer V Engineer VI	10-13 Years 13-18 Years	Applies diversified knowledge of engineering principles and practices to broad variety of assignments and Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and
	Engineer VII	18-23 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering
	Engineer VIII Engineer IX	23-28 Years 28 Years or more	Makes authoritative decisions and recommendations having significant impact on extensive engineering Provides overall supervision to Department to assure that technical, administrative, man-hour, and
	Engineer/Architect Specialist	3 Years or more	Performs specialized and advance engineering or architectural work involving project management on the
	Engineer/Architect Supervisor Engineer Technician I	3 Years or more 0-2 Years	Performs supervisory work over professional engineers or architects, and develops, implements, and Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers
	Engineer Technician II	2-4 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts a
	Engineer Technician III Enginner Technician IV	4-6 Years 6 Years or more	Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical Performs non-routine and complex assignments with responsibility for planning and conducting a complete
Estimating	Instrument Technician Estimator I Civil	0-2 Years	Maintains and operates all instruments and measuring devices needed to complete different types of
Estimating	Estimator II Civil	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Civil Estimating Manager Civil	5-10 Years 10-20 Years or more	Provide budeetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimating Manager Civil Estimator I Structural	2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Structural Estimator III Structural	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Structural	10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Architectural Estimator II Architectural	2 Years 2-5 Years	Provide support to senior estimators: develoo simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Architectural	5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Architectural Estimator I Electrical	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Electrical Estimator III Electrical	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Electrical	10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Mechanical Estimator II Mechanical	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Mechanical	5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Mechanical Estimating I Plumbing	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimating II Plumbing	2-5 Years	Provide budgetary estimates for particular trade, review design estimate.
	Estimating III Plumbing Estimating Manager Plumbing	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Comms / IT Estimator II Comms / IT	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Comms / IT	5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Comms / IT Estimator I Security	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Security	2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Security Estimating Manager Security	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
Interior Design	Interior Design Apprentice	0-4 Years	Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills
	Interior Designer I Interior Designer II	0-2 years (with education) 2-4 Years	Degree in Interior Design with limited experience in professional office. Requires basic understanding of Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic
	Interior Deisgner III Interior Designer IV	4-6 Years 6-8 years	Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to
	Interior Designer V	8-10 years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive
Landscaping	Interior Designer VI Landscape Architect I (Entry Level)	10 years or more 0-2 years (with education)	Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive Entry level professional work requiring bachelor's degree in applicable science and no experience, or the
	Landscape Architect II	2-4 years	Intermediate professional level with developing ability to perform moderately complex project tasks with
	Landscape Architect III  Manager of Landscape Architecture	4-6 years 6 years or more	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring Provides technical and administrative supervision and direction to assigned landscape architecture and
	Project Accountant	2-4 Years	Performs various specialized accounting functions of moderate complexity and ensures that procedures
	Project Manager Project Manager I	1-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial, Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Manager II	6 years or more	Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.
Primavera P6 Support	Senior Landscape Architect Technical Support I	6 Years or more 2 Years	Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5 Primavera P6 Certification Required
	Technical Support II	2-5 Years	Primavera P6 Certification Required
rimavela ro Support			Primayera P6 Certification Required
Proiect Management	Technical Support III Proiect Engineer	5-10 Years < 2 Years	A bachelor's degree in engineering is required, with strong technical skills and an eagerness to learn from
	Technical Support III Proiect Engineer Assistant Proiect Manager	< 2 Years 5-10 Years	Along with a bachelor's degree in a relevant field (engineering or construction management preferred).
	Technical Support III Project Engineer Assistant Project Manager Project Manager Functional I Project Manager Functional II	< 2 Years 5-10 Years 140 2-5 years 5-7 Years	Alone with a bachelor's degree in a relevant field leneineerine or construction management oreferred).  A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on 5-7 years of experience managing projects, with a strong understanding of public works procedures and
	Technical Support III Project Engineer Assistant Project Manager Project Manager Functional I	< 2 Years 5-10 Years 140 2-5 years	Alone with a bachelor's degree in a relevant field (engineering or construction management preferred).  A minimum of 2-5 years of experience in project management, with a proven ability to deliver projects on

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	Principal Project Manager	330 20 years or more		eer in managing high-profile public works projects. A
Quality Assurance	Facilities QA Inspector I Facilities QA Inspector II	0-2 Years 2-4 years	Mid-level facilities quality assurance inspector.	r. Performs simple and routine tasks under close supervision Performs non-routine assignments of substantial variety
	Facilities QA Inspector III Facilities QA Inspector Supervisor	4-7 Years 7 Years or more		or. Performs non-routine and complex assignments with r. Monitors, reviews, and coordinates all inspection
	Civil QA Inspector I Civil QA Inspector II	0-2 Years 2-4 years	Entry level civil quality assurance inspector. Per	rforms simple and routine tasks under close supervision by forms non-routine assignments of substantial variety and
	Civil Senior QA Inspector Civil Senior QA Inspector Supervisor	4-7 Years 7 Years or more	Senior level civil quality assurance inspector. Pe	erforms non-routine assignments of substantial variety and onitors, reviews, and coordinates all inspection activities.
	Civil Electrical QA Inspector	4 Years or more	Full experienced quality assurance electrical ins	spector. Performs non-routine assignments of substantial
Quality Control Risk Management	Quality-Control Engineer Risk Manager I	4 years or more 2 Years	Position involves the performance of convention A bachelor's degree in risk management, finance	onal quality-control functions within a discipline to ensure ce, or a related field is required. Experience in risk
	Risk Manager II Risk Manager III	2-5 Years 5-10 Years	2-5 years of experience in risk management, w	ith a strong understanding of risk management frameworks with a proven track record of implementing and managing
Cabada Para	Risk Manager IV	10-20 Years or more	10+ years of experience in risk management, w	rith leadership experience in a risk management team.
Scheduling	Scheduler I Scheduler II	0-2 Years 2-4 Years	2-4 years of experience in project scheduling, w	proiect scheduline is preferred. Strone organizational skills. with the ability to develop and maintain project schedules.
	Scheduler III Scheduler Manager	5-7 Years 7 Years or more	5-7 years of experience in complex project sche 7+ years of experience in project scheduling, wi	eduling, with a proven track record of managing multiple ith strong leadership and communication skills. Ability to
Specialist Services	Scientist I Scientist II	0-2 years (with education) 2-3 Years		gree in Science and no experience, or the equivalent (to a dard scientific work requiring application of standard
	Scientist III	3-5 Years	Independently evaluates, selects, and applies s	tandard scientific techniques and procedures while using
	Scientist IV Scientist V	5-10 Years 10 Years or more		pects of subject matter or functional area of assignments: ciples and practices to broad variety of assignments and
Surveying	Chain/Rod Technician Land Surveyer			is maintenance of certain equipment and maintains supplies the preliminary and final land surveys and ensuring that
5	Party Chief	4 Years or more 2 Years	Organizes and maintains efficiency of field surv	rey crew in completing specific jobs. Accurately calculates
Systems Development	Systems Developer I Systems Developer II	2-5 Years	Systems Certification Required, Business Proce Systems Certification Required, Business Proce	ss Design, Implementation, Testing
Systems Support	Systems Developer III Technical Support I	5-10 Years or more 2 Years	Systems Certification Required. Business Proce Systems Certification Required	ss Design. Implementation. Testing
	Technical Support II Technical Support III	2-5 Years 5-10 Years	Systems Certification Required Systems Certification Required	
Accounting & Finance	Accounting Technician/Bookkeeper	2 Years	Under supervision, performs a variety of routin	e tasks, including reconciling bank accounts, posting to and
	Accountant Accounting Manager	2-5 Years 7 Years or more	Manages professional level accounting function	stematic set of records of business transactions. Balances as and the preparation of reports including earnings,
	Financial Analyst Finance Manager	1 Year or more (with education 7 Years or more		anization and estimates future revenues and expenditures, primation and administration. Supervises accounting.
Architects (Including Landscape)	Architect I	0-1 Years	Plans and designs building projects for clients a	ccording to their desires, needs, and financial resources,
	Architect II Landscape Architect I	1-2 Years 0-2 years (with education)	Designs and plans development of land areas for	ibilities. Typically has a bachelor's degree and 7+ years of or projects, such as parks, highways, commercial/residential
	Landscape Architect II Urban Planner	2-4 years 1 Year or more	Plans and develops comprehensive programs a	ibilities. Typically has an associate degree and license with nd plans for development, growth, revitalization, and
Cadd & Designers	CADD Technician I CADD Technician II	0-5 Years 6 years or more	Under general supervision, prepares layouts, dr	rawings, and designs according to engineering specs using complex assignments using more independent judgment.
	Designer/Drafter I	0-5 Years	Assists professionals in designing, planning, and	d execution of segments of projects. Uses BIM. MEP. CADD.
	Desiener/Drafter II Desiener/Drafter III	6 years or more 10 Years or more	Same as above. Has additional experience and	and other subject matter experts to interpret design supervisory responsibilities, works on more complex
	CADD/Designer Supervisor CADD/Designer Manager	10 Years or more 15 Years or more		f operators/designers. Assigns projects, coordinates d personnel to ensure conformance to client requirements.
Construction Inspectors & Managers	Construction Inspector I	0-2 Years 3-7 Years	Observes and inspects construction of bridges,	buildings, dams, highways, and other types of construction nager or Construction Manager and may have certification
	Construction Inspector III	8-11 Years	Same as above. Inspects difficult/complex phase	ses of construction. May process change orders. May have
	Construction Inspector Lead/Supervisor Construction Manager I	11 Years or more 0-5 Years		le for training/supervision of technicians and/or large r. Ensures adherence to contract terms, performance.
	Construction Manager II Construction Manager III	6-10 Years 11 Years or more	Same as above. Responsible for largest projects.	. Typically requires bachelor's degree and 6–10 years of s. Typically requires bachelor's degree and 11+ years of
Engineers	Engineering Intern – Student	0 Years	Under direction of engineer professionals, perfe	orms project assignments to acquire relevant work
	EIT I EIT II	0-2 Years 3-5 Years	Performs continuing development-level engine	methods, standard techniques, and practices to perform ering work, requires application of standard techniques and
	EIT III Engineer I	6 Years or more 4-8 Years	In addition to above, may coordinate work of to Professional engineer (PE) working under gener	echnicians. Typically has a bachelor's or master's degree, ral supervision, establishes basic design criteria and
	Engineer II	9-13 Years	PE with responsibility for technical performance	e on small to medium proiects or designated tasks on large
	Engineer IV	14-18 Years 19 Years or more	PE with full responsibility for large, complex pro	rmance on medium to laree proiects or multiple proiects. piects or a number of laree proiects. Generally reports
	Software Engineer I Software Engineer II	0-4 Years 5-10 Years		esearches. designs. implements. tests. and evaluates omy. May have major responsibility on small or medium
	Software Engineer III Software Engineer IV	11-15 Years 16 Years or more	Same as Software Engineer I, with autonomy at	nd some supervisory responsibilities. Major responsibility on ny and supervisory responsibilities. Major or full
	Engineering Manager	10 Years or more	Has on-site responsibility for day-to-day operat	tions of a firm office separate from the main office (i.e.
Geographic Information Systems (GIS)	Engineering VP GIS I	12 Years or more 1-2 Years	Creates/maintains databases. maps. and graph	unit. geographic region. or project type. In larger firms.  Is that can be combined with geographically referenced
	GIS II GIS III	3-7 Years 8 Years or more	Same as above. Less oversight of work and more Same as above. Works without supervision, and	re independence. Mav have limited supervisorv d mav supervise others. Typically has a bachelor's degree or
Graphic Designers	Graphic I Graphic II	1-5 Years 6 Years or more	Designs art and lavouts for material to be prese	ented by visual communications media such as books. responsibilities. Bachelor's degree with a minimum of 6+
	Graphic Manager	7 Years or more	Supervises graphic design staff. Decision-make	r with final say of layout and content of materials.
Information Technology (IT)	IT Technician Network/Systems Administrator	1-5 Years 3-5 Years	Plans and coordinates activities such as the inst Administers design, organization, and impleme	tallation and upgrading of hardware and software, ntation of network, and heads technical support staff who
	Programmer Analyst IT Department Manager	5 Years or more 5 Years or more		systems, and develops new programs. Reviews users'
Marketing	Marketing Assistant	1-5 Years	Provides administrative support for marketing	activities. High school graduate with 1-5 years of experience
	Marketing Associate Marketing Manager	6 Years or more 5 Years or more	Responsible for planning, coordinating, executi	ote products or services. Assists in the development and ng and evaluating strategic marketing plans. Leads teams
	Marketing Director Business Development Associate	5 Years or more 5 Years or more		sponsible for all marketing activities, research, market ority of time is spent making client contacts. Responsible for
Office	Business Development Manager/Director Administrative Assistant I 90	7 Years or more 0-2 Years	Manages and aids in the analyzing, planning, re	esearch, and development of organization's objectives and
Office	Administrative Assistant II 120	2-3 Years	Same as above, but with additional/more comp	olex duties. more experience. and less oversight. High school
	Executive Assistant Office Manager	5 Years or more 5 Years or more	Manages and organizes office operations and p	of situations involving the administrative functions of the procedures, such as word processing, bookkeeping.
	Records Specialist HR Generalist	2 Years or more 3 Years or more		f-site storage, retention schedules, and disaster recovery is employee relations, payroll, benefits, training, hiring, etc.
Photogrammetists	HR Manager Photogrammetist I	5 Years or more 1-6 Years	Responsible for coordinating the hiring, training	g, and retention of professional staff for the firm, benefits prepare detailed maps and drawings. Examines source data
	Photogrammetist II	7 Years or more	Same as above. May supervise others or work i	independently. Bachelor's degree with 7+ years of
Pilots Planners	Pilot (non-iet)	8 Years or more 0-5 Years		to transport passengers, mail, or freight, or for other ges budgets and schedules. May have a bachelor's degree or
	Planner II Planner III/Manager	6-10 Years 11 Years or more	Same as above but with more experience/educ	ation. Mav lead small teams. Has bachelor's degree and as supervisory responsibilities. Works on large/complex
Project, Contract, & Compliance Coordinators	Project Coordinator I	1-5 Years	Checks master schedule and work orders, estab	olishes priorities, and changes schedule according to
	Project Coordinator II Contract Administrator	6 Years or more 5 Years or more		esponsibilities. Typically has bachelor's degree and 6+ years s for purchase or sale of equipment, materials, or services,
	Contract Manager Compliance Officer I	5 Years or more 7 Years or more		nel concerned with contracts for purchase or sale of tory practices and requirements, analyzes the Company's
	Compliance Officer II	7 Years or more	Oversees and coordinates the development. ma	aintenance. implementation. and revision of policies and ntire projects to ensure that goals or objectives are
Proiect Managers	Proiect Manaeer I Proiect Manaeer II	2-5 vears 5-7 Years	Same as above. Has sole responsibility for small	II- to mid-level projects. and/or multiple projects. Has
	Project Manager III Project Manager IV	7-10 Years 10 years or more		to large-level projects, and/or multiple projects. Has iple large, complex projects. May be executive- level
Right-Of-Way Specialists Scientists	Right-of-Way Specialist Environmental Scientist I	12 Years or more 1-5 Years	Secures purchase or lease of land and right-of-	ways for construction projects through negotiation with ources of pollutants that affect people, wildlife, and their
	Environmental Scientist II	6-10 Years	Same as above. Less oversight of work and mor	re independence. May help train lower-level staff or have
	Environmental Scientist III Environmental Scientist Manager	11 Years or more 10 Years or more		cts. Mav have supervisorv responsibilities. Mav have a rects projects. Serves as expert advisor to clients and
	Laboratory Assistant Laboratory Manager	1-5 Years 6 Years or more	Logs samples, tests materials, supports investig	zation of problems, and identifies corrective actions, and operation of the laboratory. Oversees staff and ensures
	Archaeologist	5 Years or more	Unearths archaeological sites, and documents,	itemizes, and studies unearthed items. Researches,
	Historian Survey Technician I	5 Years or more 0-3 Years	Entry-level work under the immediate supervis	ealing with some phase of human activity, either in terms of ion and direction of the project surveyor and/or party chief
Surveyors	Survey Technician II	4 Years or more 1-6 Years		ect oversight from supervisor. Typically has some technical official land, air-space, and water boundaries by surveying.
Surveyors	Surveyor I			
Surveyors	Survevor I Survevor II	7 Years or more		el survevors and/or survev technicians. Tvoically has college
Surveyors	Survevor II Partv Chief Survev Manager	7 Years or more 4 Years or more 8 Years or more	Plans. oreanizes. and directs work of one or mo Plans. manages. and directs surveying/mapping	ore survey parties engaged in surveying the Earth's surface to gractivities and related projects. Supervises professional
Surveyors  Technical Writers	Survevor II Partv Chief	7 Years or more 4 Years or more	Plans. organizes. and directs work of one or mo Plans. manages. and directs surveving/mapping Final responsibility for planning and direction o	ore survey parties engaged in surveying the Earth's surface to
	Survevor II Partv Chief Survev Manaeer Principal Surveyor	7 Years or more 4 Years or more 8 Years or more 10 Years or more	Plans. oreanizes. and directs work of one or mo Plans. manaees. and directs survevine/macoind Final responsibility for planning and direction o Types, compiles, edits, prints, and stores docur Writes and updates material for reports, manu	ore survey parties engaged in surveying the Earth's surface to gractivities and related projects. Supervises professional of all aspects of a firm's surveying operations, including

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	Basition	House Bate Brafassianal Emariana	O
Area of Expertise Administrative Support	Position Administrative Support Assistant I	Hourly Rate Professional Experience 85 0-2 Years	Qualifications  General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Support Assistant II Administrative Support Assistant III	90 2-3 Years 105 3-4 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school Same as above, with more experience, and less oversight. Able to lead one or more major program
Analytics Development	Administrative Support Assistant IV  Data Architect I	135 4+ Years or more	Principal assistant for administrative matters to a departmental head, agency director, or another
Analytics Development	Data Architect II	2 vears 2-5 Years	Requires a bachelor's degree in computer science or a related field, proficiency in database management Typically requires a bachelor's degree in computer science or a related field, along with 2-5 years of
	Data Architect III Data Architect IV	5-10 Years 10 Years or more	Requires a bachelor's or master's degree in computer science or a related field, along with 5-10 years of Typically requires a master's degree in computer science or a related field, along with 10+ years of
	Data Analyst I	2 Years	Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field,
	Data Analyst II Data Analyst III	2-5 Years 5-10 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of
Auditing	Data Analyst IV Internal Auditor	10 Years or more 3 Years or more	Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of Is responsible for auditing accounting, financial, and statistical reports and data within the company to
Additile	Job Captain		Provides coordination of drafting required to for bidding purposes and construction. May be called to work
	Laboratory Technician I Laboratory Technician II	1-2 Years 2-3 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defined Performs routine scientific tasks under close supervision or from detailed and controlled laboratory
	Laboratory Technician III	3-5 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts Performs wide variety of non-routine assignments of differing complexities under general supervisory
	Laboratory Technician IV Laboratory Technician V	5-7 Years 8-10 Years	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and
Architectural Design	Supervising Laboratory Technician/Laboratory Architect I	10 Years or more 0-1 Years	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree
Architectural Design	Architect II	1-2 Years	Developmental level performs routine architectural assignments under direct supervision. Works from
	Architect III Architect IV	2-4 Years 4-8 Years	Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria Fully competent architect in all conventional aspects of architecture. Performs work requiring independent
	Architect V Architect VI	8-12 Years 12-16 Years	Applies sound and diverse knowledge of architectural principles and practices in broad array of Responsible for interpreting, organizing, executing, and coordinating assignments. Plans and develops
	Architect VII	16-20 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
Commissioning	Architect VIII Commissioning Agent I	20 Years or more 1-2 Years	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-leve
	Commissioning Agent II	2-4 Years	Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity.
	Commissioning Agent III Commissioning Supervisor	4-6 Years 6-10 Years	Senior level commissioning agent. Independently performs non-routine and complex commissioning work Commissioning supervisor. Monitors, reviews, and coordinates all commissioning activities for an assigned
Construction	Commissioning Manager Chief Construction Representative	10 Years or more 10 Years or more	Commissioning manager. Accountable for delivery of commissioning services across multiple projects. Mar Plans and coordinates all field-inspection activities and reviews the work of Inspectors to ensure
Construction	Construction Coordinator	1-4 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technical
	Construction Manager Construction Representative	6-10 Years 2-5 Years	Responsible, through subordinate Resident Construction Managers, for overall management direction of Ensures, through testing and observation, that the project construction complies with plans and
	Field Engineer	0-2 Years	Position monitors the activities of contractors on the construction site within a discipline or multiple
	Field Superintendent Materials Manager	2-5 Years 5 Years or more	Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate
	Materials Tester		Under general supervision, performs specialized materials testing assignments, including collecting and
	Resident Construction Manager I Resident Construction Manager II	1-3 years 3 Years or more	Responsible for all field-construction activities on small to medium-size projects. Accountability includes Responsible for all field-construction activities on a large-scale project. May have own project work force,
	Resident Engineer Senior Construction Manager	5 Years or more 10 Years or more	Position is responsible for multiple construction projects or a single project of a large scale requiring Oversees the managerial direction of many projects where technical complexity is at the highest and
	Senior Construction Representative	5-10 Years	This level has significant inspection experience with capability of handling large projects of moderate
Contract Management	Contract Administrator I Contract Administrator II	2 Years 2-5 Years	Manages basic contracts, overseeing compliance and documentation. Tvoically handles routine Coordinates and manages moderately complex contracts and changes, conducting negotiations and
	Contract Manager I	5-10 Years	Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid
Cost Management	Contract Manager II Cost Engineer	10 Years or more 1-2 Years	Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring complianc Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically
	Cost Manager I Cost Manager II	2-6 Years 6-10 years	Manages cost estimation and control processes for projects of moderate complexity. Coordinates with Oversees cost management for complex projects, conducting detailed cost analysis, forecasting, and risk
	Cost Manager III	10 years or more	Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk
Digital Information	Digital Information System Coordinator Digital Information System Manager	0-6 Years 6 Years or more	Coordinates the implementation and maintenance of dieital information systems, ensuring effective use Oversees the strategic planning, implementation, and management of digital information systems within
Document Management	Document Controller I  Document Controller II	2 Years 2-5 Years	Responsible for organizing and managing project documentation, ensuring accuracy, version control, and Manages the document control process for multiple projects, overseeing document workflows,
	Document Manager I	5-10 Years	Oversees the document management process, ensuring compliance with regulations and organizational
	Document Manager II Project Controls Engineer I	10-20 Years or more 2 years	Directs strategic document management initiatives, implementing systems for efficient document creation Assists in the development and implementation of project control systems, including cost estimating,
	Proiect Controls Engineer II	2-5 years	Manages project control activities for moderate to complex projects, developing and implementing cost.
Engineering	Proiect Controls Manager I Engineer I	5-10 Years 125 0 (with education)	Oversees the project controls function. leading the development and implementation of project control Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent (to
	Engineer II Engineer III	140 1-4 Years 165 4-7 Years	Continuing developmental level, performs standard engineering work requiring application of standard
	Engineer IV	190 7-10 Years	Independently evaluates, selects, and applies standard engineering techniques and procedures while using Fully competent engineer in all conventional aspects of subject matter or functional area of assignments;
	Engineer V Engineer VI	210 10-13 Years 235 13-18 Years	Applies diversified knowledge of engineering principles and practices to broad variety of assignments and Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and
	Engineer VII	235 18-23 Years	Makes authoritative decisions and recommendations having important impact on extensive engineering
	Engineer VIII Engineer IX	290 23-28 Years 290 28 Years or more	Makes authoritative decisions and recommendations having significant impact on extensive engineering Provides overall supervision to Department to assure that technical, administrative, man-hour, and
	Engineer/Architect Specialist Engineer/Architect Supervisor	3 Years or more 3 Years or more	Performs specialized and advance engineering or architectural work involving project management on the Performs supervisory work over professional engineers or architects, and develops, implements, and
	Engineer Technician I	85 0-2 Years	Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers
	Engineer Technician II Engineer Technician III	85 2-4 Years 95 4-6 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Con- ducts a Performs non-routine assignments of substantial variety and complexity. Receives objectives and technica
	Enginner Technician IV Instrument Technician	115 6 Years or more	Performs non-routine and complex assignments with responsibility for planning and conducting a complete
Estimating	Estimator I Civil	0-2 Years 2 Years	Maintains and operates all instruments and measurine devices needed to complete different types of Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Civil Estimator III Civil	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Civil	10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Structural Estimator II Structural	2 Years 2-5 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Structural Estimating Manager Structural	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Architectural	2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Architectural Estimator III Architectural	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Architectural	10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Electrical Estimator II Electrical	2 Years 2-5 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Electrical Estimating Manager Electrical	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Mechanical	2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Mechanical Estimator III Mechanical	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Mechanical Estimating I Plumbing	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimating II Plumbing	2-5 Years	Provide budgetary estimates for particular trade, review design estimate.
	Estimating III Plumbing Estimating Manager Plumbing	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Comms / IT	2 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Comms / IT Estimator III Comms / IT	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Comms / IT Estimator I Security	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Security	2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Security Estimating Manager Security	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
Interior Design	Interior Design Apprentice	0-4 Years	Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills
	Interior Designer I Interior Designer II	0-2 years (with education) 2-4 Years	Degree in Interior Design with limited experience in professional office. Requires basic understanding of Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic
			Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II
	Interior Deisgner III	4-6 Years 6-8 years	
	Interior Deisgner III Interior Designer IV Interior Designer V	6-8 years 8-10 years	Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive
Landscaping	Interior Deisgner III Interior Designer IV Interior Designer V Interior Designer VI	6-8 years 8-10 years 10 years or more	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive
Landscaping	Interior Deisgner III Interior Deisgner IV Interior Designer V Interior Designer V Interior Designer VI Landscape Architect I (Entry Level) Landscape Architect II	6-8 years 8-10 years 10 years or more 0-2 years (with education) 2-4 years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive Entry level professional work requiring bachelor's degree in applicable science and no experience, or the Intermediate professional level with developing ability to perform moderately complex project tasks with
Landscaping	Interior Designer III Interior Designer IV Interior Designer V Interior Designer V Landscape Architect II (Entry Level) Landscape Architect II Landscape Architect III Landscape I Landscape Architect III Manager of Landscape Architect III	6-8 years 8-10 years 10 years or more 0-2 years (with education) 2-4 years 4-6 years 6 years or more	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive Entry level professional work requiring bachelor's degree in applicable science and no experience, or the Intermediate professional level with developing ability to perform moderately complex project tasks with Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring Provides technical and administrative supervision and direction to assigned indiscape architecture.
Landscaping	Interior Deisgner III Interior Designer IV Interior Designer V Interior Designer V Interior Designer V Interior Designer V Indicage Architect I (Entry Level) Landscape Architect II Landscape Architect II Manager of Landscape Architecture Proiect Accountant	6-8 years 8-10 years 10 years or more 0-2 years (with education) 2-4 years 4-6 years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive Entry level professional work requiring bachelor's degree in applicable science and no experience, or the intermediate professional level with developing ability to perform moderately complex profect tasks with fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring Provides technical and administrative supervision and direction to assigned landscape architecture and Performs various specialized accounting functions of moderate complexity and ensures that procedures
Landscaping	Interior Designer III Interior Designer V Interior Designer V Interior Designer V Interior Designer V Landscape Architect I (Entry Level) Landscape Architect II Landscape Architect II Manager of Landscape Architecture Proiect Accountant Proiect Manager Project Manager	6-8 years 8-10 years 10 years or more 0-2 years (with education) 2-4 years 4-6 years 6 years or more 2-4 Years 1-6 Years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive Entry level professional work requiring bachelor's degree in applicable science and no experience, or the Intermediate professional level with developing ability to perform moderately complex project tasks with Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring Provides technical and administrative supervision and direction to assigned landscape architecture and Performs various specialized accounting functions of moderate complexity and ensures that procedures Responsible for supervising, directing, and coordinating construction management of commercial, Responsible for supervising, directing, and coordinating construction management of commercial,
Landscaping	Interior Designer III Interior Designer V Interior Designer V Interior Designer V Landscape Architect II (Entry Level) Landscape Architect II Landscape Architect III Landscape Architect III Manager of Landscape Architecture Project Accountant Project Manager I Project Manager I Project Manager II	6-8 years 8-10 years 10 years or more 0-2 years (with education) 2-4 years 4-6 years 6 years or more 2-4 Years 1-6 Years 6 years or more	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive Entry level professional work requiring bachelor's degree in applicable science and no experience, or the Intermediate professional level with developing ability to perform moderately complex project tasks with Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring Provides technical and administrative supervision and direction to assigned inadscape architecture and Performs various specialized accounting functions of moderate complexity and ensures that procedures Responsible for supervising, directing, and coordinating construction management of commercial, Same as above. Has so ler exponsibility for small-to mid-level projects, and/or multiple projects.
Landscaping Primavera P6 Support	Interior Designer III Interior Designer V Interior Designer V Interior Designer V Landscape Architect II (Entry Level) Landscape Architect III Landscape Architect III Landscape Architect III Manager of Landscape Architecture Project Accountant Project Manager I Project Manager I Senior Landscape Architect Technical Support I Senior Landscape Architect Technical Support I	6-8 years 8-10 years 10 years or more 0-2 years (with education) 2-4 years 4-5 years or more 2-4 Years 5 years or more 1-6 Years 5 years or more 6 Years or more 2 Years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive Entry level professional work requiring bachelor's degree in applicable science and no experience, or the Intermediate professional evel with developing ability to perform moderately complex project tasks with Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring Provides technical and administrative supervision and direction to assigned inadscape architecture and Performs various specialized accounting functions of moderate complexity and ensures that procedures Responsible for supervising, directing, and coordinating construction management of commercial, Responsible for supervising, directing, and coordinating construction management of commercial, Same as above. Has so ler esponsibility for small: to mid-level projects, and/or multiple projects. Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5 Primavera PG Certification Required
	Interior Designer III Interior Designer V Indexagae Architect II (Entry Level) Landscape Architect II Indexagae Architect II Manager of Landscape Architecture Project Manager I Project Manager II Senior Landscape Architect	6-8 years 8-10 years 10 years or more 0-2 years (with education) 2-4 years 4-6 years 6 years or more 2-4 Years 1-6 Years 6 years or more 6 Years or more	Degree in Interior Design with minimum 8 vears' professional experience and Architect License. Extensive Degree in Interior Design with minimum 10 vears' professional experience and Architect License. Extensive Entry level professional work requiring bachelor's degree in applicable science and no experience, or the Intermediate professional level with developing ability to perform moderately complex project tasks with Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring Provides technical and administrative supervision and direction to assigned landscape architecture and Performs various specialized accounting functions of moderate complexity and ensures that procedures Responsible for supervising, directing, and coordinating construction management of commercial, Same as above. Has sole responsibility for small-to mid-level projects, and/or multiple projects. Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5 Interprets, organizes, several projects.
	Interior Designer III Interior Designer V Inte	6-8 years 8-10 years 10 years or more 0-2 years (with education) 2-4 years 4-6 years 6 years or more 2-4 Years 1-6 Years 6 years or more 6 Years or more 2 Years 2-5 Years 5-10 Years 5-10 Years 5-2 Years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive Entry level professional work requiring bachelor's degree in applicable science and no experience, or the Intermediate professional work requiring aborbler's degree in applicable science and no experience, or the Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring Provides technical and administrative supervision and direction to assigned landscape architecture and Performs various specialized accounting functions of moderate complexity and ensures that procedures Responsible for supervising, directing, and coordinating construction management of commercial, Same as above. Has sole responsibility for small-to mid-level projects, and/or multiple projects. Interprets, organizes, executes, and coordinates construction management of commercial, Primavera P6 Certification Required P7 Page Page P8
Primavera P6 Support	Interior Designer III Interior Designer V Interior Designer V Interior Designer V Landscape Architect I (Entry Level) Landscape Architect II Landscape Architect II Landscape Architect III Manager of Landscape Architect III Manager of Landscape Architect III Project Manager Project Manager Project Manager I Project Manager I Project Manager I Technical Support I Technical Support I Technical Support III Project Engineer Assistant Project Manager Assistant Project Manager Project Manager Functional I	6-8 years 8-10 years 10 years or more 0-2 years (with education) 2-4 years 4-6 years 6 years or more 2-4 Years 1-6 Years 6 years or more 6 Years or more 2 Years 5-10 Years 5-10 Years 5-10 Years 5-10 Years 5-10 Years 5-10 Years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive Entry level professional work requiring bachelor's degree in applicable science and no experience, or the Intermediate professional work requiring abortly to perform moderately complex project tasks with Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring. Provides technical and administrative supervision and direction to assigned landscape architecture and Performs various specialized accounting functions of moderate complexity and ensures that procedures Responsible for supervising, directing, and coordinating construction management of commercial, Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Interprets, organizes, secuetuses, and coordinates project assignments. Normally has science degree with 5 Primavera P6 Certification Required Primavera P7 Certification Required Primavera P7 Certification Required P7 P8
Primavera P6 Support	Interior Designer III Interior Designer V Interior Designer V Interior Designer V Landscape Architect II (Entry Level) Landscape Architect III Landscape Architect III Landscape Architect III Landscape Architect III Manager of Landscape Architecture Project Manager I Project Manager I Senior Landscape Architect Technical Support I Technical Support I Technical Support II Technical Support III Project Engineer Assistant Project Manager Assistant Project Manager	6-8 years 8-10 years 10 years or more 0-2 years (with education) 2-4 years 4-6 years 6 years or more 2-4 Years 1-6 Years 6 years or more 5 Years or more 2 Years 2-5 Years 5-10 Years 5-10 Years 5-10 Years 5-10 Years	Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive Entry level professional work requiring bachelor's degree in applicable science and no experience, or the Intermediate professional work requiring bachelor's degree in applicable science and no experience, or the Intermediate professional event with event of a moderate to molecular professional experience and Performs various specialized accounting functions of moderate complexity and ensures that procedures Responsible for supervising, directing, and coordinating construction management of commercial, Responsible for supervising, directing, and coordinating construction management of commercial, Same as above. Has so ler exponsibility for smill-to mid-level profession, and/or multiple projects. Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5 Primavera P6 Certification Required A bachelor's degree in enteniencine is required, with strong technical skills and an eagerness to learn from Alone with a bachelor's deeree in a relevant field femineering or construction management preferred.

# Terracon

I	Principal Project Manager		20 years or more	Proven leadership skills and a distinguished career in managing high-profile public works projects. A
Quality Assurance	Facilities QA Inspector I		0-2 Years	Entry level facilities quality assurance inspector. Performs simple and routine tasks under close supervision
	Facilities QA Inspector II Facilities QA Inspector III		2-4 years 4-7 Years	Mid-level facilities quality assurance inspector. Performs non-routine assignments of substantial variety Senior level facilities quality assurance inspector. Performs non-routine and complex assignments with
	Facilities QA Inspector Supervisor		7 Years or more	Facilities quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection
	Civil QA Inspector I Civil QA Inspector II		0-2 Years 2-4 years	Entry level civil quality assurance inspector. Performs simple and routine tasks under close supervision by Mid-level civil quality assurance inspector. Performs non-routine assignments of substantial variety and
	Civil Senior QA Inspector		4-7 Years	Senior level civil quality assurance inspector. Performs non-routine assignments of substantial variety and
	Civil Senior QA Inspector Supervisor Civil Electrical QA Inspector		7 Years or more 4 Years or more	Civil quality assurance inspector supervisor. Monitors, reviews, and coordinates all inspection activities.  Full experienced quality assurance electrical inspector. Performs non-routine assignments of substantial
Quality Control Risk Management	Quality-Control Engineer		4 years or more	Position involves the performance of conventional quality-control functions within a discipline to ensure A bachelor's degree in risk management, finance, or a related field is required. Experience in risk
RISK Management	Risk Manager I Risk Manager II		2 Years 2-5 Years	2-5 years of experience in risk management, with a strong understanding of risk management frameworks
	Risk Manager III		5-10 Years	5-10 years of experience in risk management, with a proven track record of implementing and managing
Scheduling	Risk Manager IV Scheduler I		10-20 Years or more 0-2 Years	10+ years of experience in risk management, with leadership experience in a risk management team. An associate's degree or relevant experience in project scheduling is preferred. Strong organizational skills.
	Scheduler II Scheduler III		2-4 Years 5-7 Years	2-4 years of experience in project scheduling, with the ability to develop and maintain project schedules.
	Scheduler III Scheduler Manager		7 Years or more	5-7 years of experience in complex project scheduling, with a proven track record of managing multiple 7+ years of experience in project scheduling, with strong leadership and communication skills. Ability to
Specialist Services	Scientist I Scientist II	1	35 0-2 years (with education) 45 2-3 Years	Entry level professional requiring Bachelor's Degree in Science and no experience, or the equivalent (to a Continuing developmental level, performs standard scientific work requiring application of standard
	Scientist III		.50 3-5 Years	Independently evaluates, selects, and applies standard scientific techniques and procedures while using
	Scientist IV Scientist V		.85 5-10 Years 10 10 Years or more	Fully competent scientist in all conventional aspects of subject matter or functional area of assignments:  Applies diversified knowledge of scientific principles and practices to broad variety of assignments and
Surveying	Chain/Rod Technician	•	.20 10 leals of filore	Stakes out and elevates survey points. Performs maintenance of certain equipment and maintains supplies
	Land Surveyer Party Chief		4 Years or more	Responsible for initiating and completing both the preliminary and final land surveys and ensuring that Organizes and maintains efficiency of field survey crew in completing specific jobs. Accurately calculates
Systems Development	Systems Developer I		2 Years	Systems Certification Required, Business Process Design, Implementation, Testing
	Systems Developer II Systems Developer III		2-5 Years 5-10 Years or more	Systems Certification Required, Business Process Design, Implementation, Testing Systems Certification Required. Business Process Design. Implementation. Testing
Svstems Support	Technical Support I		2 Years	Systems Certification Required
	Technical Support II Technical Support III		2-5 Years 5-10 Years	Systems Certification Required Systems Certification Required
Accounting & Finance	Accounting Technician/Bookkeeper		2 Years	Under supervision, performs a variety of routine tasks, including reconciling bank accounts, posting to and
	Accountant Accounting Manager		2-5 Years 7 Years or more	Responsible for maintaining a complete and systematic set of records of business transactions. Balances  Manages professional level accounting functions and the preparation of reports including earnings,
	Financial Analyst		1 Year or more (with education)	Analyzes past and present financial data of organization and estimates future revenues and expenditures,
Architects (Including Landscape)	Finance Manager Architect I		7 Years or more 0-1 Years	Responsible for the organization's financial information and administration. Supervises accounting.  Plans and designs building projects for clients according to their desires, needs, and financial resources,
	Architect II		1-2 Years	Same as above. May have supervisory responsibilities. Typically has a bachelor's degree and 7+ years of
	Landscape Architect I Landscape Architect II		0-2 years (with education) 2-4 years	Designs and plans development of land areas for projects, such as parks, highways, commercial/residential Same as above. May have supervisory responsibilities. Typically has an associate degree and license with
Codd & Designers	Urban Planner	110	1 Year or more	Plans and develops comprehensive programs and plans for development, growth, revitalization, and
Cadd & Designers	CADD Technician I CADD Technician II	110 125	0-5 Years 6 years or more	Under general supervision, prepares layouts, drawings, and designs according to engineering specs using In addition to above, carries out more novel or complex assignments using more independent judgment.
	Designer/Drafter I		0-5 Years	Assists professionals in designing, planning, and execution of segments of projects. Uses BIM, MEP, CADD.
	Designer/Drafter III		6 years or more 10 Years or more	In addition to above, converses with engineers and other subject matter experts to interpret design Same as above. Has additional experience and supervisory responsibilities, works on more complex
	CADD/Designer Supervisor CADD/Designer Manager		10 Years or more 15 Years or more	Responsible for the coordination/supervision of operators/designers. Assigns projects, coordinates  Considered 2nd level manager over projects and personnel to ensure conformance to client requirements.
Construction Inspectors & Managers	Construction Inspector I		0-2 Years	Observes and inspects construction of bridges, buildings, dams, highways, and other types of construction
	Construction Inspector II Construction Inspector III		3-7 Years 8-11 Years	Same as above. Typically reports to Project Manager or Construction Manager and may have certification Same as above. Inspects difficult/complex phases of construction. May process change orders. May have
	Construction Inspector Head/Supervisor		11 Years or more	Performs/supervises complex tasks. Responsible for training/supervision of technicians and/or large
	Construction Manager I Construction Manager II		0-5 Years 6-10 Years	Liaison between field staff and project manager. Ensures adherence to contract terms, performance.  Same as above. Responsible for larger projects. Typically requires bachelor's degree and 6–10 years of
	Construction Manager III		11 Years or more	Same as above. Responsible for largest projects. Typically requires bachelor's degree and 11+ years of
Engineers	Engineering Intern – Student EIT I		0 Years 0-2 Years	Under direction of engineer professionals, performs project assignments to acquire relevant work Entry-level/new graduate who uses prescribed methods, standard techniques, and practices to perform
	EIT II		3-5 Years	Performs continuing development-level engineering work, requires application of standard techniques and
	EIT III Engineer I		6 Years or more 4-8 Years	In addition to above, may coordinate work of technicians. Typically has a bachelor's or master's degree, Professional engineer (PE) working under general supervision, establishes basic design criteria and
	Engineer II		9-13 Years	PE with responsibility for technical performance on small to medium projects or designated tasks on large
	Engineer III Engineer IV		14-18 Years 19 Years or more	PE with major responsibility for technical performance on medium to large projects or multiple projects.  PE with full responsibility for large, complex projects or a number of large projects. Generally reports
	Software Engineer I		0-4 Years	Working under general supervision, develops, researches, designs, implements, tests, and evaluates
	Software Engineer II Software Engineer III		5-10 Years 11-15 Years	Same as Software Engineer I, with more autonomy. May have major responsibility on small or medium Same as Software Engineer I, with autonomy and some supervisory responsibilities. Major responsibility on
	Software Engineer IV		16 Years or more	Same as Software Engineer I, with full autonomy and supervisory responsibilities. Major or full
	Engineering Manager Engineering VP		10 Years or more 12 Years or more	Has on-site responsibility for day-to-day operations of a firm office separate from the main office (i.e. Responsible for a segment, discipline, business unit, geographic region, or project type, in larger firms.
Geographic Information Systems (GIS)	GIS I	110	1-2 Years	Creates/maintains databases. maps. and graphs that can be combined with geographically referenced
	GIS III	125 145	3-7 Years 8 Years or more	Same as above. Less oversieht of work and more independence. May have limited supervisory  Same as above. Works without supervision, and may supervise others. Typically has a bachelor's degree or
Graphic Designers	Graphic I Graphic II		1-5 Years	Designs art and layouts for material to be presented by visual communications media such as books.
	Graphic Manager		6 Years or more 7 Years or more	Same as above. May have limited supervisory responsibilities. Bachelor's degree with a minimum of 6+ Supervises graphic design staff. Decision-maker with final say of layout and content of materials.
Information Technology (IT)	IT Technician Network/Systems Administrator		1-5 Years 3-5 Years	Plans and coordinates activities such as the installation and upgrading of hardware and software,  Administers design, organization, and implementation of network, and heads technical support staff who
	Programmer Analyst		5 Years or more	Analyzes and critiques computer programs and systems, and develops new programs. Reviews users'
Marketing	IT Department Manager Marketing Assistant		5 Years or more 1-5 Years	Responsible for firm's computerized operations. Oversees IT technicians and network administrators. Plans Provides administrative support for marketing activities. High school graduate with 1–5 years of experience
Marketing	Marketing Associate		6 Years or more	Gives support to advertising programs to promote products or services. Assists in the development and
	Marketing Manager Marketing Director		5 Years or more 5 Years or more	Responsible for planning, coordinating, executing and evaluating strategic marketing plans. Leads teams Senior member of firm management who is responsible for all marketing activities, research, market
	Business Development Associate		5 Years or more	Seeks business opportunities for the firm. Majority of time is spent making client contacts. Responsible for
Office	Business Development Manager/Director Administrative Assistant I		7 Years or more 0-2 Years	Manages and aids in the analyzing, planning, research, and development of organization's objectives and General office duties such as answering phones, preparing correspondence and reports, scheduling and
Office	Administrative Assistant II		2-3 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school
	Executive Assistant Office Manager		5 Years or more 5 Years or more	Supports executive by handline a wide variety of situations involving the administrative functions of the Manages and organizes office operations and procedures, such as word processing, bookkeeping.
	Records Specialist		2 Years or more	Maintains official records. Oversees on- and off-site storage, retention schedules, and disaster recovery
	HR Generalist HR Manager		3 Years or more 5 Years or more	Responsible for day-to-day HR functions such as employee relations, payroll, benefits, training, hiring, etc.  Responsible for coordinating the hiring, training, and retention of professional staff for the firm, benefits
Photogrammetists	Photogrammetist I		1-6 Years	Measures and assesses aerial photographs to prepare detailed maps and drawings. Examines source data Same as above. May supervise others or work independently. Bachelor's degree with 7+ years of
Pilots	Photogrammetist II Pilot (non-iet)		7 Years or more 8 Years or more	Pilots corporate turboprop or piston airplanes to transport passengers, mail, or freight, or for other
Planners	Planner I Planner II		0-5 Years	Develops scope and cost estimates, and manages budgets and schedules. May have a bachelor's degree or
	Planner III/Manager		6-10 Years 11 Years or more	Same as above but with more experience/education. Mav lead small teams. Has bachelor's deeree and Same as above. Works independently and/or has supervisory responsibilities. Works on laree/complex
Project, Contract, & Compliance Coordinators	Project Coordinator I Project Coordinator II		1-5 Years 6 Years or more	Checks master schedule and work orders, establishes priorities, and changes schedule according to Same as above. May have limited supervisory responsibilities. Typically has bachelor's degree and 6+ years
	Contract Administrator		5 Years or more	Administers activities concerned with contracts for purchase or sale of equipment, materials, or services,
	Contract Manager Compliance Officer I		5 Years or more 7 Years or more	Manages activities of professional-level personnel concerned with contracts for purchase or sale of Researches and maintains knowledge of regulatory practices and requirements, analyzes the Company's
	Compliance Officer II		7 Years or more	Oversees and coordinates the development, maintenance, implementation, and revision of policies and
Proiect Managers	Proiect Manager I Proiect Manager II	150 160	2-5 years 5-7 Years	Plans. coordinates. and oversees activities of entire projects to ensure that eoals or objectives are Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Has
	Project Manager III	185	7-10 Years	Same as above. Has sole responsibility for mid- to large-level projects, and/or multiple projects. Has
Right-Of-Way Specialists	Project Manager IV Right-of-Way Specialist	210	10 years or more 12 Years or more	Same as above. Has sole responsibility for multiple large, complex projects. May be executive- level Secures purchase or lease of land and right-of-ways for construction projects through negotiation with
Scientists	Environmental Scientist I	135	1-5 Years	Researches to identify and abate or eliminate sources of pollutants that affect people, wildlife, and their
	Environmental Scientist II Environmental Scientist III	185 210	6-10 Years 11 Years or more	Same as above. Less oversieht of work and more independence. May help train lower-level staff or have Same as above. Works on large/complex projects. May have supervisory responsibilities. May have a
	Environmental Scientist Manager	210	10 Years or more	Oversees the work of scientists. Assigns and directs projects. Serves as expert advisor to clients and
	Laboratory Assistant Laboratory Manager		1-5 Years 6 Years or more	Logs samples, tests materials, supports investigation of problems, and identifies corrective actions.  Responsible for the direction, administration, and operation of the laboratory. Oversees staff and ensures
	Archaeologist	185	5 Years or more	Unearths archaeological sites, and documents, itemizes, and studies unearthed items. Researches,
	Historian	185	5 Years or more 0-3 Years	Creates chronological account of past events dealing with some phase of human activity, either in terms of Entry-level work under the immediate supervision and direction of the project surveyor and/or party chief
Surveyors	Survey Technician I			Same as above, with more experience. Less direct oversight from supervisor. Typically has some technical
Surveyors	Survev Technician II		4 Years or more	
Surveyors	Survev Technician II Survevor I Survevor II		1-6 Years 7 Years or more	Professional licensed survevor who establishes official land, air-space, and water boundaries by surveving. Same as above. May supervise/train lower-level survevors and/or survev technicians. Typically has college
Surveyors	Survev Technician II Survevor I Survevor II Partv Chief		1-6 Years 7 Years or more 4 Years or more	Professional licensed survevor who establishes official land, air-soace, and water boundaries by survevine. Same as above. May supervise/train lower-level survevors and/or surveve technicians. Tovically has college Plans, oreanizes, and directs work of one or more survev parties engaged in survevine the Earth's surface to
	Survev Technician II Survevor II Party Chief Survev Manager Principal Survevor		1-6 Years 7 Years or more 4 Years or more 8 Years or more 10 Years or more	Professional licensed survevor who establishes official land, air-scace, and water boundaries by survevine. Same as above. May supervise/train lower-level survevors and/or survev technicians. Tvoically has collece Plans, oreanizes, and directs work of one or more survey parties encaged in surveving the Earth's surface to Plans, manages, and directs surveving/maonine activities and related projects. Supervises professional Final responsibility for planning and direction of all aspects of a firm's surveying poerations, including
Surveyors Technical Writers	Survev Technician II Survevor I Survevor II Partv Chief Survev Manaeer Principal Survevor Word Processor		1-6 Years 7 Years or more 4 Years or more 8 Years or more 10 Years or more 0 Years or more	Professional licensed surveour who establishes official land, air-space, and water boundaries by survevine. Same as above, May supervise/frain lower-level surveours and/or surveve technicians. Toroially has college Plans, organizes, and directs work of one or more survev parties engaged in survevine the Earth's surface to Plans, manages, and directs survenier/mapoine activities and related protects. Supervises professional Final responsibility for planning and direction of all aspects of a firm's surveying operations, including Types, compiles, edits, prints, and stores documents, such as correspondence, reports, feords, forms,
	Survev Technician II Survevor II Party Chief Survev Manager Principal Survevor		1-6 Years 7 Years or more 4 Years or more 8 Years or more 10 Years or more	Professional licensed survevor who establishes official land, air-scace, and water boundaries by survevine. Same as above. May supervise/train lower-level survevors and/or survev technicians. Tvoically has collece Plans, oreanizes, and directs work of one or more survey parties encaged in surveving the Earth's surface to Plans, manages, and directs surveving/maonine activities and related projects. Supervises professional Final responsibility for planning and direction of all aspects of a firm's surveying poerations, including

## Y2K Engineering, LLC Standard Rate Schedule

December 9, 2024



1. STANDARD RATE SCHEDULE. For lump sum or cost plus a fee Proposals, the basis for Y2K's compensation shall be the amount stated in the Proposal. Unless otherwise agreed in writing, Y2K's compensation for Time and Materials work and Additional Services shall be charged on an hourly basis according to the following Standard Rate Schedule:

Position Classification	<b>Hourly Billing Rate</b>
Technician	\$75.00
Technician – Sr.	\$105.00
Graphic Designer	\$120.00
Project Administrator	\$120.00
Designer I	\$135.00
Designer II	\$150.00
Designer III	\$165.00
Transportation Planner I	\$140.00
Transportation Planner II	\$155.00
Transportation Planner III	\$180.00
Transportation Planner IV	\$210.00
Programmer	\$210.00
Engineer I	\$180.00
Engineer II	\$195.00
Engineer III	\$210.00
Engineer IV	\$225.00
Project Manager	\$210.00
Project Manager – Sr.	\$235.00
Professional	\$210.00
Sr. Professional I	\$230.00
Sr. Professional II	\$260.00
Project Principal	\$265.00

#### NOTES TO RATE SCHEDULE:

- Reimbursable direct costs, such as authorized travel and subsistence, and services rendered by other vendors such subcontractors, outside printing companies and express mail/delivery companies shall be billed at IRS Allowable Rates and Y2K's cost.
- Services of contract/agency and/or temporary personnel shall be billed according to Y2K's hourly billing rates for that position classification.
- Y2K's hourly billing rates are effective for services performed through December 31, 2025, and subject to revision thereafter.

# **Y2K Engineering**

Area of Expertise	Position	Hourly Rate Professional Experience	Qualifications
Administrative Support	Administrative Support Assistant I	0-2 Years	General office duties such as answering phones, preparing correspondence and reports, scheduling and
	Administrative Support Assistant II Administrative Support Assistant III	2-3 Years 120 3-4 Years	Same as above, but with additional/more complex duties, more experience, and less oversight. High school Same as above, with more experience, and less oversight. Able to lead one or more major program
Analytics Development	Administrative Support Assistant IV Data Architect I	4+ Years or more 2 years	Principal assistant for administrative matters to a departmental head, agency director, or another  Requires a bachelor's degree in computer science or a related field, proficiency in database management
Analytics Development	Data Architect II	2-5 Years	Typically requires a bachelor's degree in computer science or a related field, along with 2-5 years of
	Data Architect III Data Architect IV	5-10 Years 10 Years or more	Requires a bachelor's or master's degree in computer science or a related field. along with 5-10 years of Typically requires a master's degree in computer science or a related field, along with 10+ years of
	Data Analyst I Data Analyst II	2 Years 2-5 Years	Typically requires a bachelor's degree in mathematics, statistics, computer science, or a related field,
	Data Analyst III	5-10 Years	Requires a bachelor's degree in a quantitative field or equivalent experience, along with 2-5 years of Typically requires a bachelor's or master's degree in a quantitative field, along with 5-10 years of
Auditing	Data Analyst IV Internal Auditor	10 Years or more 3 Years or more	Requires a master's degree in a quantitative field or equivalent experience, along with 10+ years of Is responsible for auditing accounting, financial, and statistical reports and data within the company to
	Job Captain Laboratory Technician I	1-2 Years	Provides coordination of drafting required to for bidding purposes and construction. May be called to work
	Laboratory Technician II	2-3 Years	Entry-level laboratory services where work is closely supervised and in accordance with well-defined Performs routine scientific tasks under close supervision or from detailed and controlled laboratory
	Laboratory Technician III Laboratory Technician IV	3-5 Years 5-7 Years	Performs standardized or prescribed assignments involving a sequence of related operations. Conducts Performs wide variety of non-routine assignments of differing complexities under general supervisory
	Laboratory Technician V	8-10 Years	Performs non-routine and complex scientific laboratory assignments with responsibility for planning and
Architectural Design	Supervising Laboratory Technician/Laboratory Architect I	10 Years or more 0-1 Years	Supervises employees engaged in technical laboratory services. Conducts technically complex laboratory Entry level or professional work requiring bachelor's degree in architecture and no experience, or degree
	Architect II Architect III	1-2 Years 2-4 Years	Developmental level performs routine architectural assignments under direct supervision. Works from Independently evaluates, selects, and applies standard architectural techniques, procedures, and criteria
	Architect IV	4-8 Years	Fully competent architect in all conventional aspects of architecture. Performs work requiring independent
	Architect V Architect VI	8-12 Years 12-16 Years	Applies sound and diverse knowledge of architectural principles and practices in broad array of Responsible for interpreting, organizing, executing, and coordinating assignments. Plans and develops
	Architect VII Architect VIII	16-20 Years 20 Years or more	Makes authoritative decisions and recommendations of significant impact on firm's primary architectural Makes authoritative decisions and recommendations of significant impact on firm's primary architectural
Commissioning	Commissioning Agent I	1-2 Years	Entry level commissioning agent. Performs simple and routine tasks under close supervision by higher-level
	Commissioning Agent II Commissioning Agent III	2-4 Years 4-6 Years	Mid-level commissioning agent. Performs non-routine assignments of substantial variety and complexity. Senior level commissioning agent. Independently performs non-routine and complex commissioning work
	Commissioning Supervisor Commissioning Manager	6-10 Years 10 Years or more	Commissioning supervisor. Monitors. reviews. and coordinates all commissioning activities for an assigned
Construction	Chief Construction Representative	10 Years or more	Commissioning manager. Accountable for delivery of commissioning services across multiple projects. Ma Plans and coordinates all field-inspection activities and reviews the work of Inspectors to ensure
	Construction Coordinator Construction Manager	1-4 Years 6-10 Years	Position supervises the installation of (discipline) equipment, systems, and components, using the technic Responsible, through subordinate Resident Construction Managers, for overall management direction of
	Construction Representative	2-5 Years	Ensures, through testing and observation, that the project construction complies with plans and
	Field Engineer Field Superintendent	0-2 Years 2-5 Years	Position monitors the activities of contractors on the construction site within a discipline or multiple Responsible for the day-to-day construction activities of contractors on-site with regard to scheduling
	Materials Manager	5 Years or more	Monitors, reviews, and coordinates all materials movement and storage. May be required to negotiate
	Materials Tester Resident Construction Manager I	1-3 years	Under general supervision, performs specialized materials testing assignments, including collecting and Responsible for all field-construction activities on small to medium-size projects. Accountability includes
	Resident Construction Manager II Resident Engineer	3 Years or more 5 Years or more	Responsible for all field-construction activities on a large-scale project. May have own project work force, Position is responsible for multiple construction projects or a single project of a large scale requiring
	Senior Construction Manager	10 Years or more	Oversees the managerial direction of many projects where technical complexity is at the highest and
Contract Management	Senior Construction Representative Contract Administrator I	5-10 Years 2 Years	This level has significant inspection experience with capability of handling large projects of moderate Manages basic contracts, overseeing compliance and documentation. Typically handles routine
	Contract Administrator II Contract Manager I	2-5 Years 5-10 Years	Coordinates and manages moderately complex contracts and changes, conducting negotiations and Prepares requests for proposals and reviews technical specifications for accuracy. Will develop bid
	Contract Manager II	10 Years or more	Manages high-value and complex contracts, leading negotiations, mitigating risks, and ensuring compliance
Cost Management	Cost Engineer Cost Manager I	1-2 Years 2-6 Years	Analyzes project costs, develops basic cost estimates, and identifies cost-saving opportunities. Typically Manages cost estimation and control processes for projects of moderate complexity. Coordinates with
	Cost Manager II	6-10 years	Oversees cost management for complex projects, conducting detailed cost analysis, forecasting, and risk
Digital Information	Cost Manager III  Digital Information System Coordinator	10 years or more 0-6 Years	Directs cost management strategies for large-scale projects or portfolios, leading cost forecasting, risk  Coordinates the implementation and maintenance of digital information systems, ensuring effective use
Document Management	Digital Information System Manager Document Controller I	6 Years or more 2 Years	Oversees the strategic planning, implementation, and management of digital information systems within Responsible for organizing and managing project documentation, ensuring accuracy, version control, and
Document Management	Document Controller II	2-5 Years	Manages the document control process for multiple projects, overseeing document workflows,
	Document Manager I  Document Manager II	5-10 Years 10-20 Years or more	Oversees the document management process, ensuring compliance with regulations and organizational Directs strategic document management initiatives, implementing systems for efficient document creation
	Project Controls Engineer I	2 years	Assists in the development and implementation of project control systems, including cost estimating,
	Proiect Controls Engineer II Proiect Controls Manager I	2-5 years 5-10 Years	Manages project control activities for moderate to complex projects, developing and implementing cost.  Oversees the project controls function, leading the development and implementation of project control
Engineering	Engineer I Engineer II	0 (with education) 1-4 Years	Entry-level professional requiring Bachelor's Degree in Engineering and no experience, or the equivalent (t Continuing developmental level, performs standard engineering work requiring application of standard
	Engineer III	4-7 Years	Independently evaluates, selects, and applies standard engineering techniques and procedures while using
	Engineer IV Engineer V	7-10 Years 10-13 Years	.Fully competent engineer in all conventional aspects of subject matter or functional area of assignments;  Applies diversified knowledge of engineering principles and practices to broad variety of assignments and
	Engineer VI Engineer VII	13-18 Years 18-23 Years	Has full responsibility for interpreting, organizing, executing and coordinating assignments. Plans and Makes authoritative decisions and recommendations having important impact on extensive engineering
	Engineer VIII	23-28 Years	Makes authoritative decisions and recommendations having significant impact on extensive engineering
	Engineer IX Engineer/Architect Specialist	28 Years or more 3 Years or more	Provides overall supervision to Department to assure that technical. administrative. man-hour. and Performs specialized and advance engineering or architectural work involving project management on the
	Engineer/Architect Supervisor Engineer Technician I	3 Years or more	Performs supervisory work over professional engineers or architects, and develops, implements, and
	Engineer Technician II	0-2 Years 2-4 Years	Performs simple and routine tasks under close supervision or from detailed procedural guidelines. Gathers Performs standardized or prescribed assignments involving a sequence of related operations. Con-ducts a
	Engineer Technician III Enginner Technician IV	4-6 Years 6 Years or more	Performs non-routine assignments of substantial variety and complexity. Receives objectives and technical Performs non-routine and complex assignments with responsibility for planning and conducting a complete to the performs non-routine and complex assignments with responsibility for planning and conducting a complete to the performs non-routine and complex assignments with responsibility for planning and conducting a complete to the performs non-routine assignments of substantial variety and complexity.
	Instrument Technician	0-2 Years	Maintains and operates all instruments and measuring devices needed to complete different types of
Estimating	Estimator I Civil Estimator II Civil	2 Years 2-5 Years	Provide support to senior estimators: develoo simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Civil Estimating Manager Civil	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Structural	2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Structural Estimator III Structural	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Structural	10-20 Years or more	Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Architectural Estimator II Architectural	2 Years 2-5 Years	Provide support to senior estimators: develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Architectural Estimating Manager Architectural	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Electrical	2 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Electrical Estimator III Electrical	2-5 Years 5-10 Years	Provide budgetary estimates for particular trade, review design estimates.  Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Electrical Estimator I Mechanical	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators; develop simple estimates with oversight from senior estimator.
	Estimator II Mechanical	2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Mechanical Estimating Manager Mechanical	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimating I Plumbing Estimating II Plumbing	2 Years 2-5 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimate.
	Estimating III Plumbing	5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
	Estimating Manager Plumbing Estimator I Comms / IT	10-20 Years or more 2 Years	Review design estimates, provide independent estimates for change orders, support contract and change Provide support to senior estimators: develop simple estimates with oversight from senior estimator.
	Estimator II Comms / IT	2-5 Years	Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Comms / IT Estimatine Manaeer Comms / IT	5-10 Years 10-20 Years or more	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on Review design estimates, provide independent estimates for change orders, support contract and change
	Estimator I Security Estimator II Security	2 Years 2-5 Years	Provide support to senior estimators; develop simple estimates with oversight from senior estimator.  Provide budgetary estimates for particular trade, review design estimates.
	Estimator III Security	5-10 Years	Provide budgetary estimates, review design estimates, review proposals and bid tabs, provide analysis on
Interior Design	Estimating Manager Security Interior Design Apprentice	10-20 Years or more 0-4 Years	Review design estimates, provide independent estimates for change orders, support contract and change Assists basic drawing preparation, model making, and assembly assignments. Requires basic graphic skills
	Interior Designer I	0-2 years (with education)	Degree in Interior Design with limited experience in professional office. Requires basic understanding of
	Interior Designer II Interior Deisgner III	2-4 Years 4-6 Years	Degree in Interior Design with minimum 2 years' experience in professional office. Requires basic Degree in Interior Design with minimum 4 years' experience in professional office. Experience at Level II
	Interior Designer IV Interior Designer V	6-8 years 8-10 years	Degree in Interior Design with minimum 6 years' professional experience and Architect License. Ability to Degree in Interior Design with minimum 8 years' professional experience and Architect License. Extensive
	Interior Designer VI	10 years or more	Degree in Interior Design with minimum 10 years' professional experience and Architect License. Extensive
Landscaping	Landscape Architect I (Entry Level) Landscape Architect II	0-2 years (with education) 2-4 years	Entry level professional work requiring bachelor's degree in applicable science and no experience, or the Intermediate professional level with developing ability to perform moderately complex project tasks with
Lanuscaping	Landscape Architect III Manager of Landscape Architecture	4-6 years	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring
Lanuscaphing		6 years or more 2-4 Years	Provides technical and administrative supervision and direction to assigned landscape architecture and Performs various specialized accounting functions of moderate complexity and ensures that procedures
Lanuscaping	Project Accountant		Responsible for supervising, directing, and coordinating construction management of commercial,
сапихорија	Project Accountant Project Manager		
ополения	Project Accountant Project Manager Project Manager I Project Manager II	1-6 Years 6 years or more	Responsible for supervising, directing, and coordinating construction management of commercial,  Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects.
	Project Accountant Project Manager Project Manager I	1-6 Years	Responsible for supervising, directing, and coordinating construction management of commercial,
	Project Accountant Project Manager Project Manager I Project Manager I Senior Landscape Architect Technical Support I Technical Suport II	1-6 Years 6 years or more 6 Years or more 2 Years 2-5 Years	Responsible for supervisine, directing, and coordinating construction management of commercial, Same as above. Has sole responsibility for small- to mid-level projects, and/or multiple projects. Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5 Primavera P6 Certification Required Primavera P6 Certification Required
	Project Accountant Project Manager Project Manager I Project Manager II Senior Landscape Architect Technical Support I Technical Support II Technical Function III Project Engineer	1-6 Years 6 years or more 6 Years or more 2 Years 2-5 Years 5-10 Years 4 2 Years	Responsible for supervisine, directing, and coordinating construction management of commercial, Same as above. Has sole responsibility for small-t o mid-level projects, and/or multiple projects, interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5 Primavera P6 Certification Required Primavera P6 Certification Reoutred A bachelor's degree in engineering is reoutred. with strone technical skills and an easerness to learn from
Primavera P6 Support	Project Accountant Project Manager I Project Manager I Senior Landscape Architect Technical Support I Technical Support II Technical Support III Project Ensineer Assistant Project Manager Assistant Project Manager	1-6 Years 6 Years or more 6 Years or more 2 Years 2-5 Years 5-10 Years < 2 Years 5-10 Years	Responsible for supervising, directing, and coordinating construction management of commercial, Same as above. Has sole responsibility for small - tom di-evel projects, and/or multiple projects. Interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5 Primavera P6 Certification Required Primavera P6 Certification Required A bachelor's deerne in eneineerine is required. with strone technical skills and an easemess to learn from Alone with a bachelor's deerne in a relevant field (eneineerine or construction management orreferred).
Primavera P6 Support	Project Accountant Project Manager Project Manager I Project Manager II Senior Landscape Architect Technical Support I Technical Support II Technical Function III Project Engineer	1-6 Years 6 years or more 6 Years or more 2 Years 2-5 Years 5-10 Years 4 2 Years	Responsible for supervisine, directing, and coordinating construction management of commercial, Same as above. Has sole responsibility for small-t o mid-level projects, and/or multiple projects, interprets, organizes, executes, and coordinates project assignments. Normally has science degree with 5 Primavera P6 Certification Required Primavera P6 Certification Reoutred A bachelor's degree in engineering is reoutred. with strone technical skills and an easerness to learn from

# **Y2K Engineering**

Quality Assurance	Principal Project Manager Facilities QA Inspector I		265 20 years or more 0-2 Years	Proven leadership skills and a distinguished career in man Entry level facilities quality assurance inspector. Performs	
	Facilities QA Inspector II Facilities QA Inspector III		2-4 years 4-7 Years	Mid-level facilities quality assurance inspector. Performs Senior level facilities quality assurance inspector. Perform	non-routine assignments of substantial variety
	Facilities QA Inspector Supervisor Civil QA Inspector I		7 Years or more 0-2 Years	Facilities quality assurance inspector supervisor. Monitors	. reviews. and coordinates all inspection
	Civil QA Inspector II		2-4 years	Entry level civil quality assurance inspector. Performs sim Mid-level civil quality assurance inspector. Performs non-	outine assignments of substantial variety and
	Civil Senior QA Inspector Civil Senior QA Inspector Supervisor		4-7 Years 7 Years or more	Senior level civil quality assurance inspector. Performs no Civil quality assurance inspector supervisor. Monitors, rev	
Quality Control	Civil Electrical QA Inspector Quality-Control Engineer		4 Years or more 4 years or more	Full experienced quality assurance electrical inspector. Pe Position involves the performance of conventional quality	rforms non-routine assignments of substantial
Risk Management	Risk Manager I		2 Years	A bachelor's degree in risk management, finance, or a rela	ted field is required. Experience in risk
	Risk Manager II Risk Manager III		2-5 Years 5-10 Years	2-5 years of experience in risk management, with a strong 5-10 years of experience in risk management, with a prov	
Scheduling	Risk Manager IV Scheduler I		10-20 Years or more 0-2 Years	10+ years of experience in risk management, with leaders An associate's degree or relevant experience in project sci	
Screeding	Scheduler II		2-4 Years	2-4 years of experience in project scheduling, with the abi	lity to develop and maintain project schedules.
	Scheduler III Scheduler Manager		5-7 Years 7 Years or more	5-7 years of experience in complex project scheduling, wit 7+ years of experience in project scheduling, with strong l	h a proven track record of managing multiple eadership and communication skills. Ability to
Specialist Services	Scientist I Scientist II		0-2 years (with education) 2-3 Years	Entry level professional requiring Bachelor's Degree in Sci- Continuing developmental level, performs standard scient	
	Scientist III Scientist IV		3-5 Years 5-10 Years	Independently evaluates, selects, and applies standard so	entific techniques and procedures while using
	Scientist V		10 Years or more	Applies diversified knowledge of scientific principles and of	ractices to broad variety of assignments and
Surveying	Chain/Rod Technician Land Surveyer			Stakes out and elevates survey points. Performs maintena Responsible for initiating and completing both the prelimi	
Systems Development	Party Chief Systems Developer I		4 Years or more 2 Years	Organizes and maintains efficiency of field survey crew in Systems Certification Required, Business Process Design,	
	Systems Developer II		2-5 Years	Systems Certification Required, Business Process Design,	mplementation, Testing
Systems Support	Systems Developer III Technical Support I		5-10 Years or more 2 Years	Systems Certification Required. Business Process Design. Systems Certification Required	molementation. Testing
	Technical Support II Technical Support III		2-5 Years 5-10 Years	Systems Certification Required Systems Certification Required	
Accounting & Finance	Accounting Technician/Bookkeeper Accountant		2 Years 2-5 Years	Under supervision, performs a variety of routine tasks, inc Responsible for maintaining a complete and systematic se	
	Accounting Manager		7 Years or more	Manages professional level accounting functions and the	preparation of reports including earnings,
	Financial Analyst Finance Manager		1 Year or more (with education) 7 Years or more	Analyzes past and present financial data of organization a Responsible for the organization's financial information a	
Architects (Including Landscape)	Architect II		0-1 Years 1-2 Years	Plans and designs building projects for clients according to Same as above. May have supervisory responsibilities. Type	
	Landscape Architect I		0-2 years (with education)	Designs and plans development of land areas for projects.	such as parks. highways. commercial/residential
	Landscape Architect II Urban Planner		2-4 years 1 Year or more	Same as above. May have supervisory responsibilities. Type Plans and develops comprehensive programs and plans for	r development, growth, revitalization, and
Cadd & Designers	CADD Technician I CADD Technician II		0-5 Years 6 years or more	Under general supervision, prepares layouts, drawings, an In addition to above, carries out more novel or complex as	
	Designer/Drafter I Designer/Drafter II	135	0-5 Years 6 years or more	Assists professionals in designing, planning, and execution In addition to above, converses with engineers and other	of segments of projects. Uses BIM. MEP. CADD.
	Designer/Drafter III  CADD/Designer Supervisor	165	10 Years or more	Same as above. Has additional experience and supervisor	responsibilities. works on more complex
	CADD/Designer Manager		10 Years or more 15 Years or more	Responsible for the coordination/supervision of operators Considered 2nd level manager over projects and personne	to ensure conformance to client requirements.
Construction Inspectors & Managers	Construction Inspector I Construction Inspector II		0-2 Years 3-7 Years	Observes and inspects construction of bridges, buildings, Same as above. Typically reports to Project Manager or Co	
	Construction Inspector III Construction Inspector Lead/Supervisor		8-11 Years 11 Years or more	Same as above. Inspects difficult/complex phases of consi Performs/supervises complex tasks. Responsible for traini	ruction. May process change orders. May have
	Construction Manager I		0-5 Years	Liaison between field staff and project manager. Ensures	adherence to contract terms. performance.
	Construction Manager II Construction Manager III		6-10 Years 11 Years or more	Same as above. Responsible for larger projects. Typically r Same as above. Responsible for largest projects. Typically	equires bachelor's degree and 6–10 years of requires bachelor's degree and 11+ years of
Engineers	Engineering Intern – Student EIT I	135	0 Years 0-2 Years	Under direction of engineer professionals, performs proie Entry-level/new graduate who uses prescribed methods, s	
	EIT II	150	3-5 Years	Performs continuing development-level engineering work	requires application of standard techniques and
	EIT III Engineer I	180	6 Years or more 4-8 Years	In addition to above, may coordinate work of technicians. Professional engineer (PE) working under general supervis	ion, establishes basic design criteria and
	Engineer II Engineer III	195 210	9-13 Years 14-18 Years	PE with responsibility for technical performance on small PE with major responsibility for technical performance on	
	Engineer IV Software Engineer I	225	19 Years or more 0-4 Years	PE with full responsibility for large, complex projects or a Working under general supervision, develops, researches,	number of large projects. Generally reports
	Software Engineer II		5-10 Years	Same as Software Engineer I, with more autonomy. May h	ave major responsibility on small or medium
	Software Engineer III Software Engineer IV		11-15 Years 16 Years or more	Same as Software Engineer I, with autonomy and some su Same as Software Engineer I, with full autonomy and supe	pervisory responsibilities. Major responsibility on ervisory responsibilities. Major or full
	Engineering Manager Engineering VP		10 Years or more 12 Years or more	Has on-site responsibility for day-to-day operations of a fi Responsible for a segment, discipline, business unit, geogr	
Geographic Information Systems (GIS)	GIS I		1-2 Years	Creates/maintains databases. maps. and graphs that can	be combined with geographically referenced
	GIS III		3-7 Years 8 Years or more	Same as above. Less oversight of work and more independence as above. Works without supervision, and may supervision.	rvise others. Tvoically has a bachelor's degree or
Graphic Designers	Graphic I Graphic II		1-5 Years 6 Years or more	Designs art and layouts for material to be presented by vi Same as above. May have limited supervisory responsibili	
Information Technology (IT)	Graphic Manager IT Technician	120	7 Years or more 1-5 Years	Supervises graphic design staff. Decision-maker with final	say of layout and content of materials.
Information Technology (11)	Network/Systems Administrator		3-5 Years	Plans and coordinates activities such as the installation ar Administers design, organization, and implementation of	network, and heads technical support staff who
	Programmer Analyst IT Department Manager	210	5 Years or more 5 Years or more	Analyzes and critiques computer programs and systems. a Responsible for firm's computerized operations. Oversees	
Marketing	Marketine Assistant Marketine Associate		1-5 Years 6 Years or more	Provides administrative support for marketing activities. I Gives support to advertising programs to promote produc	ligh school graduate with 1–5 years of experience
	Marketing Manager		5 Years or more	Responsible for planning, coordinating, executing and eva	uating strategic marketing plans. Leads teams
	Marketing Director Business Development Associate		5 Years or more 5 Years or more	Senior member of firm management who is responsible for Seeks business opportunities for the firm. Majority of time	
Office	Business Development Manager/Director Administrative Assistant I		7 Years or more 0-2 Years	Manages and aids in the analyzing, planning, research, an General office duties such as answering phones, preparing	
	Administrative Assistant II Executive Assistant		2-3 Years 5 Years or more	Same as above, but with additional/more complex duties. Supports executive by handling a wide variety of situation	more experience. and less oversight. High school
	Office Manager		5 Years or more	Manages and organizes office operations and procedures.	such as word processing, bookkeeping.
	Records Specialist HR Generalist		2 Years or more 3 Years or more	Maintains official records. Oversees on- and off-site stora Responsible for day-to-day HR functions such as employe-	
Photogrammetists	HR Manager Photogrammetist I		5 Years or more 1-6 Years	Responsible for coordinating the hiring, training, and reter Measures and assesses aerial photographs to prepare det	
	Photogrammetist II		7 Years or more	Same as above. May supervise others or work independen	tlv. Bachelor's degree with 7+ years of
Pilots Planners	Pilot (non-iet) Planner I	140	8 Years or more 0-5 Years	Pilots corporate turboprop or piston airplanes to transpor Develops scope and cost estimates, and manages budgets	and schedules. May have a bachelor's degree or
	Planner II Planner III/Manager	155 180	6-10 Years 11 Years or more	Same as above but with more experience/education. May Same as above. Works independently and/or has supervise	
Project, Contract, & Compliance Coordinators	Project Coordinator I	100	1-5 Years 6 Years or more	Checks master schedule and work orders, establishes prior	rities, and changes schedule according to
	Contract Administrator		5 Years or more	Same as above. May have limited supervisory responsibili Administers activities concerned with contracts for purcha	ase or sale of equipment, materials, or services,
	Contract Manager Compliance Officer I		5 Years or more 7 Years or more	Manages activities of professional-level personnel concern Researches and maintains knowledge of regulatory practi-	
Proiect Managers	Compliance Officer II Proiect Manager I		7 Years or more 2-5 years	Oversees and coordinates the development, maintenance Plans, coordinates, and oversees activities of entire project	. implementation. and revision of policies and
FIDIECE Wallacers	Proiect Manager II		5-7 Years	Same as above. Has sole responsibility for small- to mid-le	vel proiects, and/or multiple proiects. Has
	Project Manager III Project Manager IV	210 235	7-10 Years 10 years or more	Same as above. Has sole responsibility for mid- to large-le Same as above. Has sole responsibility for multiple large,	
Right-Of-Way Specialists Scientists	Right-of-Way Specialist Environmental Scientist I		12 Years or more 1-5 Years	Secures purchase or lease of land and right-of-ways for co Researches to identify and abate or eliminate sources of p	
	Environmental Scientist II Environmental Scientist III		6-10 Years 11 Years or more	Same as above. Less oversight of work and more indepen- Same as above. Works on large/complex projects. May ha	dence. May help train lower-level staff or have
	Environmental Scientist Manager		10 Years or more	Oversees the work of scientists. Assigns and directs project	ts. Serves as expert advisor to clients and
	Laboratory Assistant Laboratory Manager		1-5 Years 6 Years or more	Loes samples, tests materials, supports investigation of pro- Responsible for the direction, administration, and operation	on of the laboratory. Oversees staff and ensures
	Archaeologist Historian		5 Years or more 5 Years or more	Unearths archaeological sites, and documents, itemizes, a Creates chronological account of past events dealing with	nd studies unearthed items. Researches,
Surveyors	Survey Technician I		0-3 Years	Entry-level work under the immediate supervision and dir	ection of the project surveyor and/or party chief
	Survev Technician II Survevor I		4 Years or more 1-6 Years	Same as above, with more experience. Less direct oversie Professional licensed surveyor who establishes official lan	d. air-space. and water boundaries by surveying.
	Survevor II Party Chief		7 Years or more 4 Years or more	Same as above. May supervise/train lower-level surveyor.  Plans. organizes. and directs work of one or more survey is	and/or survey technicians. Typically has college
	Survey Manager		8 Years or more	Plans. manages. and directs surveving/mapping activities	and related projects. Supervises professional
Technical Writers	Principal Surveyor Word Processor		10 Years or more 0 Years or more	Final responsibility for planning and direction of all aspect Types, compiles, edits, prints, and stores documents, such	as correspondence, reports, records, forms,
				Meitas and undates material for reports manuals briefs	arangeals instruction books estalogs and
	Technical Writer Technical Editor		1 Year or more 3 Years or more	Writes and updates material for reports, manuals, briefs, Refines work and heads and coordinates activities of write	ers engaged in preparing technical/scientific

## **EXHIBIT C**

## CONSULTANT'S KEY PERSONNEL



September 1, 2023

Attn: Tricia Ortega, Senior Contract Administrator

CC: John Courtney, Project Manager

Department of Transportation and Infrastructure 201 W Colfax Ave Denver, CO 80202

RE: Burnham Yard Planning and Infrastructure Projects Key Personnel

Dear Mrs. Ortega,

Though we provided a full organization chart in our proposal we would like to reduce the number of people who are identified as Key Personnel for this project. Please use the following list to identify those people that will serve in critical roles as Key Personnel.

Jason Longsdorf, Project Manager (HDR)
Mike Washington, Equity Lead (HDR)
Chau Nguyen, Design Lead (HDR)
Colleen Roberts, NEPA Lead (Peak)
Ken Szeliga, Program Controls (Atkins)
Jonathan Bartsch, Engagement Lead (CDR)
Emily Hauber, Government Relations (Conventum)
Geeti Silwal, Small Area Plan Lead (Perkins & Will)
Mike Griffith, Alameda Underpass Lead (Kimley Horn)

We are pleased to continue our partnership with Denver and to begin work on this important project. Please contact HDR's Project Manager by phone at 303-301-4017, or via e-mail at <a href="mailto:Jason.Longsdorf@HDRinc.com">Jason.Longsdorf@HDRinc.com</a> if you have questions or require additional information.

Sincerely,

Jason Longsdorf, AICP Project Manager

HDR Engineering, Inc.

## **EXHIBIT D**

## DISADVATNAGED BUSINESS ENTERPRISE REQUIRMENTS

#### **Disadvantaged Business Enterprise Requirements**

- a) 49 C.F.R. Part 26 or 40 C.F.R. Part 30 ("DBE Requirements") apply to this Agreement (or "Contract"). Consultant, its sub-consultants (or "subcontractors") shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Consultant shall carry out applicable DBE Requirements in the award and administration of federally assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as the City deems appropriate as, which may include, but is not limited to:
  - 1. Withholding monthly progress payments;
  - 2. Assessing sanctions;
  - 3. Liquidated damages; and/or
  - 4. Disqualifying the Consultant from future bidding as not responsible.

Consequently, Consultant must fully comply with the DBE Requirements in bidding and performing hereunder.

- b) The DBE Requirements provide for the adoption of a good faith goals program, to be administered by the Division of Small Business Opportunity (DSBO). As such, each proposer must comply with the terms and conditions of the DBE Requirements in submitting its proposal and, if awarded the Agreement, in performing all Work thereunder. A proposer's failure to comply with the DBE Requirements, any Rules or Regulations promulgated pursuant thereto, or any additional requirements contained herein may render a proposal non-responsive and may constitute cause for rejection.
- c) In accordance with the DBE Requirements, the Consultant is committed to, at a minimum, meet the DBE participation goal established on each Task Order for this Program utilizing properly certified DBE subconsultants, subcontractors, suppliers, manufacturers, manufacturer's representatives or brokers.
- d) In addition to DBE requirements, Consultant shall develop, receive approval from the City, and comply with a DBE Equity, Diversity and Inclusiveness Plan ("DBE EDI Plan") as provided in the Request for Qualifications. The initial approved DBE EDI Plan is attached as Exhibit F. Thereafter, the Contractor/Consultant is required to prepare and submit to the DSBO an updated DBE EDI Plan on an annual basis throughout the Agreement duration without further amendment to this Agreement, which updated plan shall be subject to DSBO revision and once approved by DSBO, shall become the active DBE EDI Plan with which this clause obligates Consultant to comply. Each approved DBE EDI Plan is incorporated herein by reference.
- e) The Consultant(s) are required to report participation in the Small Business Certification and Contract Management System also known as B2GNow. B2Gnow is the compliance monitoring system DSBO utilizes to implement these payment monitoring requirements. Prime consultant(s), are required to confirm in B2Gnow payments received from the City and County of Denver monthly. This monthly requirement is known as an "audit" in B2GNow and will be referred to as such within the system and in any future communication received regarding such. You must inform subcontractors at all tiers of their responsibility to respond to audits. If certified subcontractors fail to confirm payments through the audits, participation for those payments will not count towards meeting the DBE commitment and will result in noncompliance action.
- f) By committing to working on this Agreement which is subjected to DBE Requirements, all DBE subconsultants, subcontractors, supplier, manufacturer, manufacturer's representative or broker must undergo a commercially useful function review ("CUF") or a DBE compliance review before

their contract can be closed by DSBO. DBEs are required to fully cooperate with DSBO or its designee in the CUF and compliance review processes. The CUF review process will be initiated with a request for documents relating to contract performance and management of the actual work performed on the contract. The scope and intensity of each CUF review will depend on the specific facts and circumstances. The CUF review is purposed to verify the amount of DBE participation credit, to ensure that work is actually performed by the DBE consistent with the DBE Program requirements and/or to ensure that there is no activity engaged in by the DBE inconsistent with the intent and objectives of the DBE Program. The CUF review is formal and will be initiated with an orientation/explanation process and closed out with a briefing and determination. The DBE subcontractor may be subjected to an informal DBE compliance review by DSBO or its designee with or without notice. The informal compliance review will generally be conducted at the work site where the City observes and assesses the services/supplies being provided by the DBE.

- g) For all questions, concerns, and guidance pertaining to DBE Requirements for this Agreement, the Consultant or DBE/Non-DBE subcontractors are highly encouraged to consult the DBE Requirements or contact the DSBO designated Compliance Officer or DSBO representative at dsbo@denvergov.org.
- h) Required Subcontract DBE Flow-Down Provisions for all Tiers. While no subcontractor will be considered a third-party beneficiary to the Agreement between the City and the Consultant, the City considers subconsultants and subcontractors of every tier to be agents of the Consultant. Therefore, subconsultants and subcontractors of every tier will be held to all the requirements of the Agreement. With that understanding, the Consultant is well advised to conform all subcontracts to the requirements of the Agreement and make the Agreement available to all subconsultants and subcontractors. At the very least, the Consultant must include the following provisions in their subcontracts with their DBE subcontractors as well as ensure that all tiered-subcontractors comply with and insert the provisions of the section into all-tiered subcontract agreements/purchase orders: 1. Non-Discrimination clause, 2. Contractor Prompt Payment, Counting and Reporting, 4. Joint Check Utilization. Termination/Substitution/Reduction Of Scope From Contract, 6. Changes, Amendments, Modifications.
- i) The Consultant will be required to submit to DSBO all DBE subcontracts within 30 days of execution. Throughout the Agreement if Consultant makes good faith efforts and engages or subcontracts with additional DBEs, Consultant must get approval from DSBO if the Consultant intends to count DBE participation from those additional DBEs. To count DBE participation toward the commitments made by the Consultant for DBE utilization, the DSBO must review DBE subcontract agreements and ensure that those additional DBEs are properly certified as a DBE(s) with the City and County of Denver or CDOT under the appropriate North American Industry Classification System ("NAICS") code that coincides with the scope of work that they will perform. Notwithstanding, DSBO shall also request any appropriate documents it deems necessary. The Consultant shall ensure that this information flows down to all tiers of DBE subcontractors.
- j) Flow-Down Provision: Non-Discrimination. The Consultant, subconsultant or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Consultant shall carry out applicable DBE Requirements. Failure by the Consultant to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as the recipient deems appropriate, which may include, but is not limited to: (1) Withholding monthly progress payments; (2) Assessing sanctions; (3) Liquidated damages; and/or (4) Disqualifying the Consultant from future bidding as not responsible.

#### k) Flow-Down Provision: Contractor Prompt Payment of Subcontractors. The Contractor shall:

- i. Pay every subconsultant and subcontractor any invoiced and undisputed amounts for accepted and completed work within thirty (30) days of the Contractor's receipt of payment from the City and County of Denver. Any subcontractor, regardless of whether that subcontractor holds a city contract, may be required to make payments to subcontractors as set forth in this section.
- ii. Retention
  - 1. From the total of the amount determined to be payable on a partial payment, 5 percent of such total amount will be deducted and retained by the Owner for protection of the Owner's interests. Unless otherwise instructed by the Owner or provided in the Contract, the amount retained by the Owner will be in effect until the final payment is made as provided in the Contract.
  - 2. The Contractor is required to pay all subcontractors for satisfactory performance of their work no later than 7 days after the Contractor has received a payment for that work as provided in the Prompt Pay Ordinance, D.R.M.C. §§ 20-107 to 20-118. Contractor must provide the Owner evidence of prompt and full payment of retainage held by the prime Contractor to the subcontractor within 7 days after the subcontractor's work is satisfactorily completed and the retainage is paid. A subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the Owner. When the Owner has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed for the purposes of completing final settlement of the Contract.
- iii. Failure to comply with the payment requirements in this section may be grounds for the City withholding payment and considered a breach of this Agreement.
- iv. The payment requirements under this section shall apply to all subcontractors regardless of tier.
- I) Flow-Down Provisions: Counting and Reporting. In accordance with DBE Requirements, Firms identified to count toward DSBO's established participation goal must be certified by DSBO in that specified program and certified in the applicable NAICS code(s) to count toward the participation goal. In addition, Only the value of the work actually performed by the certified DBE will count toward the DBE participation goal.
- m) Flow-Down Provision: Joint Check Utilization. A joint check is a check issued by the Consultant to a DBE subcontractor and a material supplier or other third party. All joint check arrangements with DBE subs must be pre-approved by DSBO and must strictly adhere to the joint check requirements set forth in USDOT guidance regarding same. At a minimum, the request must be initiated by the DBE to remedy a financial hardship for a specific period of time. DSBO will closely monitor the use of joint checks to ensure that the independence of the DBE firm is not compromised. Joint check usage will not be approved merely for the convenience of the prime Consultant.
- n) Flow-Down Provision: DBE Termination/Substitution/Reduction of Scope from Contract. The Consultant must have good cause to remove/terminate/substitute/replace a DBE subcontractor

and such removal/termination/substitution requires the consent and approval of City and County of Denver's DSBO. This section also includes reductions to the DBE scope of services and/or commitment values. No DBE subcontract agreement may contain a "termination for convenience" clause/provision because any termination for convenience provision/clause is contrary to the objectives of this part and the objectives of 49 CFR Part 26. To initiate the termination, substitution, removal, or replacement process with a DBE contractor/supplier (regardless of the tier), the Consultant or lower tier contractor/subcontractor must do the following:

- i. Before transmitting to DSBO its request to terminate and/or substitute a DBE subcontractor, the Consultant must give notice in writing to the DBE subcontractor and notify City and County of Denver DSBO of such notice. The notice must include its request to terminate and/or substitute, replace and/or remove the DBE, the reason for the request and all documentation to support its claim. The Consultant must submit a copy of the notice and support documentation to DSBO at the time the original letter is sent to the DBE contractor.
- ii. The Consultant must give the DBE subcontractor five (5) business days to respond to the notice and provide DSBO with reasons, if any, why it objects to the proposed termination of its DBE contract and why DSBO should not consent the Consultant's action;
- iii. DSBO will then open a formal investigation inclusive of review of all documentation, conduct interviews and site visits, if necessary. The Consultant carries the burden of proof to demonstrate good cause for the termination and/or substitution;
- iv. If DSBO determines that the Consultant has good cause to terminate the DBE firm, the DSBO will provide written consent of DBE removal and the requirements to substitute work to another DBE firm. If DSBO finds that good cause does not exist to terminate the DBE firm, DSBO will provide a written denial of the request to terminate/replace the DBE subcontractor and will immediately request a corrective action plan from the Consultant. Please note that if a consultant elects to terminate, substitute and or reduce the scope of work initially committed to a DBE without the approval or consent of the City and County of Denver DSBO, this constitutes a material breach of a contract, which may result in the termination of the contract or such other remedy as the recipient/City and County of Denver deems necessary as set forth under the DBE Requirements. These legal remedies may include but are not limited to: withholding monthly progress payments, assessing sanctions, liquidated damages, and/or disqualifying the Consultant from future bidding as nonresponsible.
- v. For purposes of good cause to remove, replace, or terminate a DBE the following circumstances should exist: (1) failure or refusal by the DBE subcontractor to execute a written contract without good cause, (2) failure or refusal by the DBE subcontractor to perform the work of its subcontract in a way consistent with normal industry practice and the Consultant has not acted in bad faith, (3) failure by the DBE subcontractor to meet the Consultant's reasonable bonding or insurance requirements, (4) insolvency, bankruptcy or credit unworthiness by the DBE subcontractor that creates a risk for the contract, (5) ineligibility by the DBE subcontractor to work on public works Program because of suspension or debarment proceedings, (6) a determination by City And County Of Denver that the DBE is not a responsible contractor, (7) voluntary withdrawal from the Program by written notification that has been verified, (8) ineligibility to receive DBE participation credit for the type of work to be performed, (9) other documented good cause that compels the replacement of the DBE.
- vi. When a DBE subcontractor is terminated with the approval of DSBO or fails to complete its work on the contract for any reason, prime contractors are required to make good faith efforts to find another DBE subcontractor to substitute for the original DBE.

- vii. Prime contractors must show that it took all necessary and reasonable steps to find another DBE to perform at least the same amount of work under the contract as the DBE that was terminated, to the extent needed to meet the contract goal DSBO has established for this Agreement and or commitments made by the Consultant for DBE utilization/participation. 49 CFR Part 26.53 shall serve as the criteria for evaluating compliance with the good faith efforts requirements. Additionally, bidders/proposers are required to solicit the support and assistance of the DSBO if they are unable to meet the DBE participation goal assigned to this contract.
- viii. The good faith efforts shall be documented by the Consultant. If the DSBO requests documentation under this provision, the Consultant shall submit the documentation to the DSBO Compliance Officer within 7 days, which may be extended for an additional 7 days, if necessary, at the request of the Consultant, and DSBO shall provide a written determination to the Consultant stating whether or not good faith efforts have been demonstrated.
- ix. Consultant shall comply with Good Faith Efforts procedures as defined in the DBE Requirements. Consultant shall comply with this section of the DBE Requirements or any DBE program requirements and failure by the Consultant to carry out the requirements of this part as they administer this contract is a material breach of contract, which may result in the termination of the contract or such other remedy as the recipient deems necessary as set forth in the DBE Requirements. The legal remedies include but is not limited to: withholding monthly progress payments, assessing sanctions, liquidated damages, and/or disqualifying the Consultant from future bidding as non-responsible.
- x. The Consultant shall ensure that DBE tiered subcontractors comply with this Section and insert the provisions of this Section into all DBE lower tiered subcontractor agreements, regardless of their certification status.
- A. Flow-Down Provision: Changes, Amendments, Modifications. The DBE Goal(s) shall apply to the performance/value of all obligations under this Agreement, including any Changes, Modifications, Amendments and Change Orders whether initiated by the Consultant or City and County of Denver.

## **EXHIBIT E**

## ACORD INSURANCE CERTIFICATE



#### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/12/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

and continuate acce her come, righte to the continuate hereof in hea or co					
	CONTACT WTW Certificate Center				
Willis Towers Watson Midwest, Inc. c/o 26 Century Blvd	PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467				
P.O. Box 305191	E-MAIL ADDRESS: certificates@wtwco.com				
Nashville, TN 372305191 USA	INSURER(S) AFFORDING COVERAGE				
	INSURER A: Liberty Mutual Fire Insurance Company	23035			
INSURED	INSURER B: Ohio Casualty Insurance Company	24074			
HDR Engineering, Inc. 1917 South 67th Street	INSURER C: Liberty Insurance Corporation	42404			
Omaha, NE 68106	INSURER D:				
	INSURER E :				
	INSURER F:				

#### COVERAGES CERTIFICATE NUMBER: W36604939 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE		SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	s
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	\$ 2,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
A	X Contractual Liability						MED EXP (Any one person)	\$ 10,000
		Y	Y	TB2-641-444950-034	06/01/2024	06/01/2025	PERSONAL & ADV INJURY	\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 4,000,000
	POLICY X PRO- JECT X LOC						PRODUCTS - COMP/OP AGG	\$ 4,000,000
	OTHER:							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
	X ANY AUTO						BODILY INJURY (Per person)	\$
A	OWNED SCHEDULED AUTOS ONLY	Y	Y	AS2-641-444950-044	06/01/2024	06/01/2025	BODILY INJURY (Per accident)	\$
	HIRED NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
								\$
В	UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	\$ 5,000,000
	X EXCESS LIAB CLAIMS-MADE	Y	Y	EUO (25) 57919363	06/01/2024	06/01/2025	AGGREGATE	\$ 5,000,000
	DED X RETENTION \$ 0							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X PER STATUTE OTH-ER	
С	ANYPROPRIETOR/PARTNER/EXECUTIVE	N/A	Y	WA7-64D-444950-014	06/01/2024	06/01/2025	E.L. EACH ACCIDENT	\$ 1,000,000
	(Mandatory in NH)	17.7	_	WA7-64D-444950-014	06/01/2024	06/01/2025	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

BURNHAM YARD ON-CALL PROFESSIONAL SERVICES AGREEMENT. Contract number is 202477138. Certificate Holder is named as Additional Insured on General Liability, Automobile Liability and Umbrella/Excess Liability on a Primary, Non-contributory basis where required by written contract. Waiver of Subrogation applies on General Liability, Automobile Liability, Umbrella/Excess Liability and Workers Compensation where required by written contract and as permitted by law. Umbrella/Excess policy is follow form over General Liability, Auto Liability and Employers Liability.

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
City and County of Denver	AUTHORIZED REPRESENTATIVE
Attn: Sam Meza	
201 W. Colfax Ave.	Mintoles a Larry
Denver, CO 80202	uwagiory narvery
	Autolin A howing

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AGENCY CUSTOMER ID:	
LOC #:	

®
<b>ACORD</b>

## ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis Towers Watson Midwest, Inc.		NAMED INSURED HDR Engineering, Inc. 1917 South 67th Street			
POLICY NUMBER		Omaha, NE 68106			
See Page 1					
CARRIER	NAIC CODE				
See Page 1	See Page 1	EFFECTIVE DATE: See Page 1			

See Page 1	See Page 1	EFFECTIVE DATE: See Page 1						
ADDITIONAL REMARKS								
THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACC	ORD FORM,							
FORM NUMBER: 25 FORM TITLE: Certificate of		Insurance						
Project: City and County of Denver Burnham Yard On-Call Contract.								
Additional Insureds: The City and County of Denve	er, its Ele	cted and Appointed Officials, Employees and Volunteer						

ACORD 101 (2008/01)

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SR ID: 26907217 BATCH:

BATCH: 3739867

CERT: W36604939



#### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/12/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed.

	SUBROGATION IS WAIVED, subject is certificate does not confer rights t							equire an endorsement	. A st	atement on
PRODUCER Lockton Companies, LLC				CONTACT NAME:						
	444 W. 47th Street, Suite 900				PHONE (A/C, No	Evt).		FAX (A/C, No):		
	Kansas City MO 64112-1906				E-MAIL ADDRE	0		(A/O, NO).		
	(816) 960-9000				ADDRE					
kcasu@lockton.com					INSURE	RA: Lloyds		RDING COVERAGE		NAIC#
INSU					INSURE	RB:				
142	9583 1917 SOUTH 67TH STREET				INSURER C:					
	OMAHA NE 68106				INSURER D :					
					INSURER E :					
					INSURE					
$\overline{}$	VERAGES CER	TIEI	CATE	NUMBER: 2122280		:КГ:		REVISION NUMBER:	VV	XXXXX
	HIS IS TO CERTIFY THAT THE POLICIES					N ISSUED TO				
	DICATED. NOTWITHSTANDING ANY RE									
	ERTIFICATE MAY BE ISSUED OR MAY							HEREIN IS SUBJECT TO	O ALL 1	THE TERMS,
L INSR	KCLUSIONS AND CONDITIONS OF SUCH		CIES. SUBR		BEEN F					
LTR	TYPE OF INSURANCE	INSD	WVD	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	(MM/DD/YYYY)	LIMITS		
	COMMERCIAL GENERAL LIABILITY			NOT APPLICABLE				EACH OCCURRENCE	\$ XX	XXXXX
	CLAIMS-MADE OCCUR							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ XX	XXXXX
								MED EXP (Any one person)	\$ XX	XXXXX
								PERSONAL & ADV INJURY	\$ XX	XXXXX
	GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$ XX	XXXXX
	POLICY PRO- JECT LOC							PRODUCTS - COMP/OP AGG		XXXXX
	OTHER:							TROBUCTO COMITOT TROC	\$	200001
	AUTOMOBILE LIABILITY			NOT APPLICABLE				COMBINED SINGLE LIMIT	\$ VV	XXXXX
	ANY AUTO						9	(Ea accident) BODILY INJURY (Per person)		XXXXX
	OWNED SCHEDULED						8	BODILY INJURY (Per accident)		XXXXX
	AUTOS ONLY AUTOS NON-OWNED							PROPERTY DAMAGE		
	AUTOS ONLY AUTOS ONLY						8	(Per accident)		XXXXX
						-				XXXXX
	UMBRELLA LIAB OCCUR			NOT APPLICABLE				EACH OCCURRENCE	\$ XX	XXXXX
	EXCESS LIAB CLAIMS-MADE							AGGREGATE	\$ XX	XXXXX
	DED RETENTION\$	DED RETENTION\$							\$ XX	XXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			NOT APPLICABLE				PER OTH- STATUTE ER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE	N/A						E.L. EACH ACCIDENT	\$ XX	XXXXX
	OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A						E.L. DISEASE - EA EMPLOYEE	\$ XX	XXXXX
	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - POLICY LIMIT	\$ XX	XXXXX
A	ARCH & ENG	N	N	P1001412400		6/1/2024	6/1/2025	PER CLAIM: \$1,000,000		
	PROFESSIONAL   LIABILITY							AGGREGATE: \$1,000,000	)0	
	LIABILIT									
	CRIPTION OF OPERATIONS / LOCATIONS / VEHICI BURNHAM YARD ON-CALL PROFESSION /						e space is require	ad)		
CE	OTIEICATE HOLDED				CAN	CELLATION	Coo 444-	hmant		
UE	RTIFICATE HOLDER				CANC	CELLATION	See Attac	JIIIII CIII		
2122807 CITY AND COUNTY OF DENVER ATTN: SAM MEZA 201 W. COLFAX AVE. DENVER, CO 80202					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.					
					AUTHORIZED REPRESENTATIVE Joseph M Agnella					

#### **Disadvantaged Business Enterprise Requirements**

- a) 49 C.F.R. Part 26 or 40 C.F.R. Part 30 ("DBE Requirements") apply to this Agreement (or "Contract"). Consultant, its sub-consultants (or "subcontractors") shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Consultant shall carry out applicable DBE Requirements in the award and administration of federally assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as the City deems appropriate as, which may include, but is not limited to:
  - 1. Withholding monthly progress payments;
  - 2. Assessing sanctions;
  - 3. Liquidated damages; and/or
  - 4. Disqualifying the Consultant from future bidding as not responsible.

Consequently, Consultant must fully comply with the DBE Requirements in bidding and performing hereunder.

- b) The DBE Requirements provide for the adoption of a good faith goals program, to be administered by the Division of Small Business Opportunity (DSBO). As such, each proposer must comply with the terms and conditions of the DBE Requirements in submitting its proposal and, if awarded the Agreement, in performing all Work thereunder. A proposer's failure to comply with the DBE Requirements, any Rules or Regulations promulgated pursuant thereto, or any additional requirements contained herein may render a proposal non-responsive and may constitute cause for rejection.
- c) In accordance with the DBE Requirements, the Consultant is committed to, at a minimum, meet the DBE participation goal established on each Task Order for this Program utilizing properly certified DBE subconsultants, subcontractors, suppliers, manufacturers, manufacturer's representatives or brokers.
- d) In addition to DBE requirements, Consultant shall develop, receive approval from the City, and comply with a DBE Equity, Diversity and Inclusiveness Plan ("DBE EDI Plan") as provided in the Request for Qualifications. The initial approved DBE EDI Plan is attached as Exhibit F. Thereafter, the Contractor/Consultant is required to prepare and submit to the DSBO an updated DBE EDI Plan on an annual basis throughout the Agreement duration without further amendment to this Agreement, which updated plan shall be subject to DSBO revision and once approved by DSBO, shall become the active DBE EDI Plan with which this clause obligates Consultant to comply. Each approved DBE EDI Plan is incorporated herein by reference.
- e) The Consultant(s) are required to report participation in the Small Business Certification and Contract Management System also known as B2GNow. B2Gnow is the compliance monitoring system DSBO utilizes to implement these payment monitoring requirements. Prime consultant(s), are required to confirm in B2Gnow payments received from the City and County of Denver monthly. This monthly requirement is known as an "audit" in B2GNow and will be referred to as such within the system and in any future communication received regarding such. You must inform subcontractors at all tiers of their responsibility to respond to audits. If certified subcontractors fail to confirm payments through the audits, participation for those payments will not count towards meeting the DBE commitment and will result in noncompliance action.
- f) By committing to working on this Agreement which is subjected to DBE Requirements, all DBE subconsultants, subcontractors, supplier, manufacturer, manufacturer's representative or broker must undergo a commercially useful function review ("CUF") or a DBE compliance review before

their contract can be closed by DSBO. DBEs are required to fully cooperate with DSBO or its designee in the CUF and compliance review processes. The CUF review process will be initiated with a request for documents relating to contract performance and management of the actual work performed on the contract. The scope and intensity of each CUF review will depend on the specific facts and circumstances. The CUF review is purposed to verify the amount of DBE participation credit, to ensure that work is actually performed by the DBE consistent with the DBE Program requirements and/or to ensure that there is no activity engaged in by the DBE inconsistent with the intent and objectives of the DBE Program. The CUF review is formal and will be initiated with an orientation/explanation process and closed out with a briefing and determination. The DBE subcontractor may be subjected to an informal DBE compliance review by DSBO or its designee with or without notice. The informal compliance review will generally be conducted at the work site where the City observes and assesses the services/supplies being provided by the DBE.

- g) For all questions, concerns, and guidance pertaining to DBE Requirements for this Agreement, the Consultant or DBE/Non-DBE subcontractors are highly encouraged to consult the DBE Requirements or contact the DSBO designated Compliance Officer or DSBO representative at dsbo@denvergov.org.
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- j) Flow-Down Provision: Non-Discrimination. The Consultant, subconsultant or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Consultant shall carry out applicable DBE Requirements. Failure by the Consultant to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as the recipient deems appropriate, which may include, but is not limited to: (1) Withholding monthly progress payments; (2) Assessing sanctions; (3) Liquidated damages; and/or (4) Disqualifying the Consultant from future bidding as not responsible.

#### k) Flow-Down Provision: Contractor Prompt Payment of Subcontractors. The Contractor shall:

- Pay every subconsultant and subcontractor any invoiced and undisputed amounts for accepted and completed work within thirty (30) days of the Contractor's receipt of payment from the City and County of Denver. Any subcontractor, regardless of whether that subcontractor holds a city contract, may be required to make payments to subcontractors as set forth in this section.
- ii. Retention
  - 1. From the total of the amount determined to be payable on a partial payment, 5 percent of such total amount will be deducted and retained by the Owner for protection of the Owner's interests. Unless otherwise instructed by the Owner or provided in the Contract, the amount retained by the Owner will be in effect until the final payment is made as provided in the Contract.
  - 2. The Contractor is required to pay all subcontractors for satisfactory performance of their work no later than 7 days after the Contractor has received a payment for that work as provided in the Prompt Pay Ordinance, D.R.M.C. §§ 20-107 to 20-118. Contractor must provide the Owner evidence of prompt and full payment of retainage held by the prime Contractor to the subcontractor within 7 days after the subcontractor's work is satisfactorily completed and the retainage is paid. A subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the Owner. When the Owner has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed for the purposes of completing final settlement of the Contract.
- Failure to comply with the payment requirements in this section may be grounds for the City withholding payment and considered a breach of this Agreement.
- iv. The payment requirements under this section shall apply to all subcontractors regardless of tier.
- 1) Flow-Down Provisions: Counting and Reporting. In accordance with DBE Requirements, Firms identified to count toward DSBO's established participation goal must be certified by DSBO in that specified program and certified in the applicable NAICS code(s) to count toward the participation goal. In addition, Only the value of the work actually performed by the certified DBE will count toward the DBE participation goal.
- m) Flow-Down Provision: Joint Check Utilization. A joint check is a check issued by the Consultant to a DBE subcontractor and a material supplier or other third party. All joint check arrangements with DBE subs must be pre-approved by DSBO and must strictly adhere to the joint check requirements set forth in USDOT guidance regarding same. At a minimum, the request must be initiated by the DBE to remedy a financial hardship for a specific period of time. DSBO will closely monitor the use of joint checks to ensure that the independence of the DBE firm is not compromised. Joint check usage will not be approved merely for the convenience of the prime Consultant.
- n) Flow-Down Provision: DBE Termination/Substitution/Reduction of Scope from Contract. The Consultant must have good cause to remove/terminate/substitute/replace a DBE subcontractor

and such removal/termination/substitution requires the consent and approval of City and County of Denver's DSBO. This section also includes reductions to the DBE scope of services and/or commitment values. No DBE subcontract agreement may contain a "termination for convenience" clause/provision because any termination for convenience provision/clause is contrary to the objectives of this part and the objectives of 49 CFR Part 26. To initiate the termination, substitution, removal, or replacement process with a DBE contractor/supplier (regardless of the tier), the Consultant or lower tier contractor/subcontractor must do the following:

- i. Before transmitting to DSBO its request to terminate and/or substitute a DBE subcontractor, the Consultant must give notice in writing to the DBE subcontractor and notify City and County of Denver DSBO of such notice. The notice must include its request to terminate and/or substitute, replace and/or remove the DBE, the reason for the request and all documentation to support its claim. The Consultant must submit a copy of the notice and support documentation to DSBO at the time the original letter is sent to the DBE contractor.
- ii. The Consultant must give the DBE subcontractor five (5) business days to respond to the notice and provide DSBO with reasons, if any, why it objects to the proposed termination of its DBE contract and why DSBO should not consent the Consultant's action;
- iii. DSBO will then open a formal investigation inclusive of review of all documentation, conduct interviews and site visits, if necessary. The Consultant carries the burden of proof to demonstrate good cause for the termination and/or substitution;
- iv. If DSBO determines that the Consultant has good cause to terminate the DBE firm, the DSBO will provide written consent of DBE removal and the requirements to substitute work to another DBE firm. If DSBO finds that good cause does not exist to terminate the DBE firm, DSBO will provide a written denial of the request to terminate/replace the DBE subcontractor and will immediately request a corrective action plan from the Consultant. Please note that if a consultant elects to terminate, substitute and or reduce the scope of work initially committed to a DBE without the approval or consent of the City and County of Denver DSBO, this constitutes a material breach of a contract, which may result in the termination of the contract or such other remedy as the recipient/City and County of Denver deems necessary as set forth under the DBE Requirements. These legal remedies may include but are not limited to: withholding monthly progress payments, assessing sanctions, liquidated damages, and/or disqualifying the Consultant from future bidding as nonresponsible.
- v. For purposes of good cause to remove, replace, or terminate a DBE the following circumstances should exist: (1) failure or refusal by the DBE subcontractor to execute a written contract without good cause, (2) failure or refusal by the DBE subcontractor to perform the work of its subcontract in a way consistent with normal industry practice and the Consultant has not acted in bad faith, (3) failure by the DBE subcontractor to meet the Consultant's reasonable bonding or insurance requirements, (4) insolvency, bankruptcy or credit unworthiness by the DBE subcontractor that creates a risk for the contract, (5) ineligibility by the DBE subcontractor to work on public works Program because of suspension or debarment proceedings, (6) a determination by City And County Of Denver that the DBE is not a responsible contractor, (7) voluntary withdrawal from the Program by written notification that has been verified, (8) ineligibility to receive DBE participation credit for the type of work to be performed, (9) other documented good cause that compels the replacement of the DBE.
- vi. When a DBE subcontractor is terminated with the approval of DSBO or fails to complete its work on the contract for any reason, prime contractors are required to make good faith efforts to find another DBE subcontractor to substitute for the original DBE.

- vii. Prime contractors must show that it took all necessary and reasonable steps to find another DBE to perform at least the same amount of work under the contract as the DBE that was terminated, to the extent needed to meet the contract goal DSBO has established for this Agreement and or commitments made by the Consultant for DBE utilization/participation. 49 CFR Part 26.53 shall serve as the criteria for evaluating compliance with the good faith efforts requirements. Additionally, bidders/proposers are required to solicit the support and assistance of the DSBO if they are unable to meet the DBE participation goal assigned to this contract.
- viii. The good faith efforts shall be documented by the Consultant. If the DSBO requests documentation under this provision, the Consultant shall submit the documentation to the DSBO Compliance Officer within 7 days, which may be extended for an additional 7 days, if necessary, at the request of the Consultant, and DSBO shall provide a written determination to the Consultant stating whether or not good faith efforts have been demonstrated.
- ix. Consultant shall comply with Good Faith Efforts procedures as defined in the DBE Requirements. Consultant shall comply with this section of the DBE Requirements or any DBE program requirements and failure by the Consultant to carry out the requirements of this part as they administer this contract is a material breach of contract, which may result in the termination of the contract or such other remedy as the recipient deems necessary as set forth in the DBE Requirements. The legal remedies include but is not limited to: withholding monthly progress payments, assessing sanctions, liquidated damages, and/or disqualifying the Consultant from future bidding as non-responsible.
- x. The Consultant shall ensure that DBE tiered subcontractors comply with this Section and insert the provisions of this Section into all DBE lower tiered subcontractor agreements, regardless of their certification status.
- A. Flow-Down Provision: Changes, Amendments, Modifications. The DBE Goal(s) shall apply to the performance/value of all obligations under this Agreement, including any Changes, Modifications, Amendments and Change Orders whether initiated by the Consultant or City and County of Denver.

# DBE EDI PLAN

BURNHAM YARD, HDR ENGINEERING, INC. 202368499, VERSION 3, 8/29/2023







This agreement has been executed by the signatories listed below. In addition to all applicable provisions of the Title 49 Code of Federal Regulation (CFR) Part 26 and any corresponding Rules and Regulations, HDR Engineering, Inc. shall comply with the requirements of this approved DBE EDI Plan. Updates to this plan will be performed annually by HDR Engineering, Inc. and approved by the Division of Small Business Opportunity (DSBO), beginning in September 2024 or at DSBO's request.

R. Bradley Martin, Senior Vice President HDR Engineering, Inc.

Brittany Croen

Brittany Eroen
Director of Compliance
Division of Small Business Opportunity (DSBO)
City and County of Denver
(delegated authority from Chief Officer)

September 21, 2023

Date



# DBE PARTICIPATION REQUIREMENTS

# APPROACH AND STRATEGY TO EQUITY, DIVERSITY, AND INCLUSION

HDR's corporate and management commitment to equity, diversity, and inclusion begins with a companywide directive to opportunities for partnerships with diverse business partners through recruitment, outreach, mentoring, and comprehensive reporting, strengthening our project teams, as well as the communities and economy where we work and live.

At HDR, we focus on providing our clients innovative solutions that bring a high return on their investment and that withstand the test of time. The HDR team, our clients, and the local community gain value from the prioritization of equity, diversity, and inclusion strategies across HDR business activities. When we partner with small and DBE certified businesses, their participation adds value through their localized resources, opportunities for innovation, and an even stronger understanding of the community we are collectively working to engage and support. Our approach to teaming with diverse businesses goes beyond meeting minimum requirements. With a corporate policy of affording opportunities for the diverse business community to participate in our contracts, we seek out firms that bring honed specialty services and add strength to our local delivery philosophy. As we embark on new partnerships, we are invested in building trusted relationships that result in project success. We continually improve our processes to identify potential diverse partners, including:

- Minority and Women-Owned Business Enterprise (MWBE)
- Small Business Enterprise (SBE)
- Small Disadvantaged Business (SDB)
- Women-owned Small Business (WOSB)
- Woman-owned Business Enterprise (WBE)
- Historically Under-utilized Business Zones Business (HUBZ)
- Lesbian, Gay, Bisexual, Transgender + (LGBTQ+)
- Minority Business Enterprise (MBE)
- Veteran-owned Business Enterprise (VBE)
- Service-disabled Veteran-owned Business Enterprise (SDVOB)

Mike Washington, Equity Consultant in HDR's Denver office, will provide the team strategies and processes to verify that equity considerations are applied to each facet of the Burnham Yard work. Community engagement and DBE/Workforce development are two obvious areas, but Mike brings a more nuanced approach. He will help our team think about how the results of our work can support the broadest possible range of community members.

#### A. DBE COORDINATOR

Mike Washington (mike.washington@hdrinc.com) will serve in the position of DBE Coordinator with direct access to the City's project manager and/or chief operating officer, and the HDR program leadership team. Jenn Tamburini (Jennifer.Tamburini@atkinsglobal.com) with Atkins will assist Mike in managing DBE requirements for the program, including reporting requirements. As coordinator, Mike will also manage outreach and development efforts to improve DBE subconsulting/subcontracting opportunities and assist in the administration of the DBE EDI Plan, in collaboration with DSBO.

- Cross System Acoustics: Dave Towers, dtowers@csacoustics.com
- Bridge Strategies: Sara Cassidy, sara@bridgestrategiesgroup.com
- Peak Consulting: Mandy Whorton, Mandy.Whorton@ peakconsultingco.com
- DIG Studios: Bill Vitek, bill@digstudio.com
- ArLand Land Use Economics: Arleen Taniwaki, ataniwaki@ arlandllc.com
- Communications Infrastructure Group (CIG) Julie Sheen, julie@cig-pr.com
- Y2K Engineering: Eileen Yazzie, eyazzie@y2keng.com

#### **B. DBE UTILIZATION STRATEGIES**

Our utilization strategy includes accountability measures to comply with our inclusion plan goals and upholding our commitment to the City in every task order and to every diverse business partner. Our resource management for our contracts continuously include planning work share with our diverse business partners because they are significant in the overall contract performance. Mike Washington will closely monitor our DBE participation to verify that we are meeting our DBE commitments on tasks on this contract.

We understand that the DBE participation goal will be set on a "task order by task order" basis. We have engaged with the following DBE subconsultants:

- Cross System Acoustics
- Bridge Strategies
- Peak Consulting
- DIG Studios
- ArLand Land Use Economics
- Communications Infrastructure Group (CIG)
- Y2K Engineering



The listed DBEs will be included in regularly held project meetings. At the project meetings, DBEs will be kept abreast of the progress of the overall project and opportunities for utilization on task orders. Each task order will have a utilization summary, detailing the DBEs committed to the task order and HDR's efforts to meet the applicable task order DBE goal.

Additionally, HDR will host Meet and Greet events to introduce DBEs to the project team and to identify more potential DBE subcontractors for future opportunities. The Meet and Greet will create a space for DBEs to gain familiarity with the HDR team and awareness of opportunities to participate in this project. Meet and Greet events will be held annually and as needed when specific task order DBE goals cannot be met with currently committed DBEs.

As needed, HDR will also advertise contracting opportunities with organizations representing historically underutilized businesses, including the Conference of Minority and Transportation Officials (COMTO), the Women's Transportation Seminar (WTS), and the Colorado Coalition of Chambers.

HDR's outreach efforts, subcontracting performance, and a database of diverse businesses are documented on our internal webpage. Additionally, we maintain a Supplier Diversity and Small Business Profile Form on HDR's public webpage to generate new leads.

Subcontracts will be signed with DBEs within four weeks of HDR executing the Prime Agreement with CCD. Additionally, task orders will be issued to the DBEs within four weeks of HDR's receipt of the task order NTP.

In the event a DBE subcontractor is unable to complete their contract, HDR will make every effort to identify another DBE to complete the remaining work. Further, should a potential shortfall in DBE participation be identified on a given task order, HDR will collaborate with DSBO to identify a resolution.

Sections C and D further describe HDR's general and national approach to technical support, outreach, and procurement processes, used to increase the participation of new and existing DBE businesses in contracting opportunities.

#### C. TECHNICAL ASSISTANCE AND SUPPORT SERVICES

HDR provides ongoing assistance and guidance to DBE businesses through the following activities:

 Outreach. Ongoing outreach efforts bring opportunities to build relationships and create subcontracting opportunities with diverse business firms. Our team is actively engaged and serves in leadership positions with many professional organizations such as COMTO, the Institute of Transportation Engineers (ITE), the American Council of Engineering Companies (ACEC), WTS, and American Society of Civil Engineers (ASCE) that provide networking opportunities to meet DBE firms and identify opportunities to work together.

In 2021, HDR was honored as Colorado Employer of the Year by WTS in recognition of the support we provided through memberships, sponsorships, employee involvement to support WTS' mission of "creating a more diverse, inclusive, and equitable transportation industry through the global advancement of women."

- Mentoring. HDR supports DBE businesses through participation in mentor-protégé programs, on-the-job training application, and effective integration of subconsultant partners into project teams with clearly defined roles, schedule, and performance/delivery. HDR is an active participant in many agency-sponsored mentor/protégé programs including the CDOT Mentor/Protégé Program as a mentor to Y2K Engineering, Inc. As a mentor, HDR designs programs for protégés that are tailored to address their core needs for growth and host training sessions that include homework and quarterly check-ins with tools and tailored templates necessary to support growth, project management, technical skills, safety and quality procedures, and to bid on future contracts.
- On-the-job training: HDR uses a job shadowing approach that allows our diverse business partners to work alongside HDR's experts daily, gaining access to new tools, resources, and knowledge. Tools and resources including traffic modeling tools like Transmodeler and PTV Vissim, or planning tools like Streetmix or Remix. Through this approach, HDR intentionally shares a range of best practices including transportation planning, project management, cost estimating, risk management, and other areas.

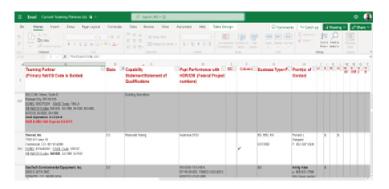
#### **D. PROCUREMENT PROCESS**

HDR has a corporate Supplier Diversity Policy, issued by our Company CEO, of affording every practicable opportunity for diverse businesses to participate in our contracts. We seek out firms that bring specialty services and firms that add bench strength to our local delivery teams. Our National Supplier Diversity and Small Business Program (NSDP) is a strategic initiative aligned with HDR's annual "Company Strategic Plan" with respect to the markets, clients, and objectives, promoting utilization of small and socioeconomic business firms as subconsultants providing services, supplies, and materials.

HDR's Supplier Diversity Director is responsible for developing and promoting companywide policy initiatives that demonstrate the company's support for awarding subcontracts to diverse and small businesses; including but not limited to:



 Verifying that small and diverse businesses are included on the source lists for solicitations for services they can provide. Small businesses are included on these lists be submitting a Supplier Diversity and Small Business Profile Form via HDR's website (https://www.hdrinc.com/about-us/supplier-diversity-smallbusiness-profile).



- Conducting training will occur per project for procurement, project management, and contract managers regarding commercial, state, and local socioeconomic requirements, company supplier diversity policies and procedures, Section 8(d) of the Small Business Act as amended, Executive Orders, and reporting requirements.
- Through the Supplier Diversity Training, verify that the project management and procurement staff offer qualified small and minority-owned business subcontractors' opportunities. Staff are provided training presentations, updates on trends in supplier diversity initiatives, and summaries of regulatory requirements (federal and non-federal), reporting requirements, and best practices.
- Building relationships with diverse businesses. The partnerships benefit the company, our clients' missions, communities, and economic growth.
- Frequent communications to maintain visibility and engagement in HDR's Supplier Diversity Program initiatives through attendance at national conferences, regular events at local organizations representing small businesses, and advertisements in local trade publications.
- Providing training to select prime suppliers to engage their commitment and understanding of HDR's Supplier Diversity Program initiatives for second-tier goals and reporting.
- Providing a value-added resource accessible to HDR employees at the HDR internal National Supplier Diversity Program Intranet page providing training presentations and external sourcing resources; contacts, websites, updates on supplier diversity initiatives; and a Vendor Database.

- Monitoring the Company's subcontracting performance.
   Namely quality control of deliverables, contract compliance, invoicing, timeliness of submittals (including deliverables and monthly invoices).
- Outreach through local and national conferences, matchmaking events, and face-to-face meetings.

We also consider the importance of providing equitable opportunities during the contract period. If there are additional scope requirements that are outside HDR and our subcontractors' services, we will seek additional subcontractors, upon client approval, based upon scope of work, technical complexity, and location. Our procurement packages are structured to provide diverse business firms with an opportunity to allow for maximum practical participation and remove statements or clauses that may restrict or prohibit participation. HDR pays our subcontractors on time and in accordance with our subcontract terms and conditions. For DOTI contracts, that means we pay them within 30 days of receiving their invoice – even if we have not yet been paid by DOTI. Invoices are reviewed within two business days and any issues are communicated to the subcontractor. If issues have not been resolved within 30 days, HDR will pay the amount of the undisputed charges and will notify CCD of the issue.

#### **E. COMMUNICATION AND VENDOR MANAGEMENT**

Building our diverse team is a collective process by the program manager, project managers, the Procurement Department, and our Supplier Diversity Team. As an integral part of our team, discussions will take place with each of our diverse team members to establish the primary services they will perform on this contract, roles and responsibilities, and communications. Our Procurement Department is fully engaged, in accordance with HDR's Procurement Policy and Procedures and Supplier Diversity Program Policy and Procedures, to verify that fair and reasonable pricing and diverse businesses receive maximum practicable opportunities through our procurement process.

Diverse subcontractor management is a critical part of our overall contract and project management strategy. Subcontractors represent a significant percentage of the project work performed, and their performance has a key impact on both the quality and cost effectiveness of the work. Our goal is to have our subcontractors succeed in each area of project and contract involvement.

Subcontractors are managed similarly to our geographically dispersed HDR staff. We establish a project management plan that spells out how we will work together and the general relationship parameters including the schedule for internal coordination meetings, communication protocols, issue escalation procedures,



quality control requirements, safety plan requirements, and milestone deliverable expectations. This plan is provided at the Kickoff Meeting and revisited/revised as necessary.

If awarded a contract, we prepare subcontractor agreements that are structured to provide the necessary flowdown requirements. Once a task order is issued, our diverse subcontractors are provided the scope of work and treated as extensions of the HDR team.

We carefully select our teaming partners for their specialized technical expertise and their past performance. Our diverse partners reflect our values, ethical standards, and integrity. Our collaboration adds meaning and value that yields opportunities for our diverse partners to have consequential contributions to projects, enhance their company resume, and grow their business. Communication around scheduling, safety requirements, performance expectations, file sharing is conducted at the Kickoff Meeting.

#### F. PAST PERFORMANCE

HDR has been successful in promoting equity, diversity, and inclusion both internally and externally through outreach activities, mentoring, and training opportunities (described in Section C). We promote DBE participation by actively engaging with diverse firms, often exceeding participation goals. On the CCD 2016 Engineering Professional Services On-Call, we exceeded the 15% DBE participation goal by 8% reaching a total DBE utilization of 23% throughout the 39 task orders. On the CDOT Bridge Inspections NPS contract, we exceeded the 12% DBE goal with a DBE utilization of 20%.

In addition to the tactics described in Section C, HDR achieves higher levels of DBE participation by offering capable subcontractors the meaningful opportunities they have historically been denied. For example, through a Mentor Protégé relationship with Y2K Engineering, HDR helped expand Y2K's transportation safety expertise to a full suite of safety analysis services. Now, HDR regularly relies on Y2K for safety analysis services, including the this Burnham Yard project.

#### **G. SUBMITTER'S CULTURE**

We believe a variety of perspectives makes our company stronger. Our work environment includes employees of different generations, genders, races, nationalities, sexual orientations, abilities, religions, and ethnicities who work together to deliver one-of-a kind services to our clients.

In 2020, we launched employee network groups (ENGs) to broaden awareness and promote inclusion. Our efforts include:

- A training program to help heighten awareness of unconscious biases.
- A web-based tool to prepare our team members for working in other countries and with other cultures.

• Cultivating a more diverse workforce through key partnerships with universities and local schools that support students in math, engineering, and science.

Additionally, we have added key leadership to HDR focused on inclusion and diversity. Our Global Director of Inclusion and Diversity, Abraham Carrillo, leads our strategy and initiatives to empower employees.

Both as individuals and as a company, we take pride in supporting efforts to better our communities, not just financially, but also with our time. We have strong employee engagement being involved in the communities where HDR can make an impact. Through our philanthropic programs such as the HDR Foundation, we help communities in need through donations, HDR volunteers, and not-for-profit annual grants to qualified organizations that align with HDR's areas of expertise: education, healthy communities, and environmental stewardship. In 2022, the HDR Foundation gave funding to two significant efforts that support our communities:

All Kids Bike at \$150,000. All Kids Bike is a national movement led by the Strider Education Foundation to place Kindergarten PE Learn-To-Ride Programs into targeted public schools for free. Each school will receive the equipment and training needed to implement the program, including 24 Strider 14x balance bikes, 24 pedal conversion kits, 24 fully adjustable helmets, a 20-inch instructor bike and a five-year support plan. Three school districts in Colorado were selected for participation.

**Denver Urban Gardens.** Denver Urban Gardens received a community grant of \$100,000 to implement a series of sustainability and access improvements to four gardens in Denver.

Additionally, HDR engages with students in Denver Public Schools and Aurora Public Schools to help learn more about STEM careers through class visits, office mentoring, sessions, and internships.

#### H. FUTURE INITIATIVES

In the next five years, HDR will continue and build upon the activities described above to promote equity, diversity, and inclusion in the workplace, our community, and projects. This year, HDR has focused on expanding supplier equity, diversity, and inclusion in Canada with Indigenous and Aboriginal business inclusion on Canadian projects. Additionally, we have kicked off an initiative to expand our Business Intelligence (BI) system supplier diversity reports to improve tracking and reporting capabilities linked with procurement. We continue to expand socioeconomic categories and ethnicity tracking to meet client reporting requirements. Another goal in the upcoming years is to develop a Supplier Diversity Inclusion Annual Report that will be included with our Employee Diversity & Inclusion Annual Report.