



creating solutions for today's environment

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GSA Contract: GS-10F-0395M

JBR has an Environmental Services Contract with the General Services Administration (GSA) under the Federal Supply Services catalog. JBR is authorized to provide environmental services to all federal agencies that have an environmental issue for the Special Item Numbers (SIN): 899-1, 899-7 and 899-8. GSA order limits are \$2,500 - \$5,000,000 and government purchase cards are accepted. On-line access by our federal government clients to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is www.gsaadvantage.gov.

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:: INTRODUCTION

JBR Environmental Consultants (JBR) has been providing environmental services to government and commercial clients for over 16 years. The environmental consulting services offered by JBR are diversified and cover a wide spectrum of federal and state environmental programs. For each of these environmental services, our environmental professionals are experts in the applicable regulations. The correlation between the services offered by JBR and our understanding of the applicable statutes are shown in the following table.

JBR Service	Applicable Statutes
Air Quality Permitting	Clean Air Act (CAA), National Emission Standards for Hazardous Air Pollutants (NESHAP), PSD Rules, New Source Review (NSR), State Acts
Biological Studies	Fish and Wildlife Coordination Act (FWCA), Endangered Species Act (ESA), State Acts
Site Investigations	Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Resource Conservation and Recovery Act (RCRA), Superfund Amendments and Reauthorization Acts (SARA), State Acts
EAs and EISs under NEPA	National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), Antiquities Act, Archeological and Historic Preservation Act (AHPA), Archeological Resources Protection Act (ARPA), Wilderness Act, National Trails Systems Act (NTSA), Marine Protection and Sanctuaries Act (MPSA), Coastal Zone Management Act (CZMA), Coastal Barriers Resource Act (CBRA), Farmland Protection Policy (FPP), Endangered Species Act (ESA), Migratory Bird Treaty Act (MBTA), Executive Orders 13112*, 13186*, State Acts
Environmental Compliance Audits	All the acts shown on this table plus, Federal Insecticide Fungicide and Rodenticide Act (FIFRA), Occupational Safety and Health Act (OSHA), Federal Facility Compliance Act (FFCA), Executive Order 13101*, State Acts
Groundwater Studies	Safe Drinking Water Act (SDWA), State Acts
Hazardous Waste/ Hazardous Materials Services	Resource Conservation and Recovery Act (RCRA), Emergency Planning and Community Right to Know Act (EPCRA), Toxic Substances Control Act (TSCA), Oil Pollution Act (OPA), Solid Waste Disposal Act (SWDA), Asbestos Standards, Hazardous Materials Transportation Act (HMTA), State Acts
Hydrology	Flood plain Management Executive Order 11988*, Federal Water Pollution Control Act (FWPCA), Clean Water Act State Acts
Mine Closure/Reclamation	Federal Land Policy and Management Act (FLPMA), National Forest Management Act (NFMA), State Acts
Phase I, II, III Site Assessments	Superfund Amendments and Reauthorization Acts (SARA), Resource Conservation and Recovery Act (RCRA), State Acts
Remediation of Contaminated Sites	Superfund Amendments and Reauthorization Acts (SARA), Resource Conservation and Recovery Act (RCRA), State Acts
Wetland Studies	Protection of the Wetlands Act, Executive Order 11990* Clean Water Act
* 13112 Invasive Species * 13186 Federal Protection of Migratory Birds * 13101 Greening of Government * 11990 Protection of Wetlands * 11988 Flood Plain Management (w/12148 & 12919 amendments)	

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:: SIN 899-1 (RC)

:: SIN 899-1 Environmental Planning Services and Documentation

For over 15 years, our clients have benefited from the experience and the expertise that our technical staff has acquired while completing hundreds of *baseline studies*, *permitting actions*, and *Environmental Assessments (EAs) and Environmental Impact Statements (EISs)*. JBR has successfully completed over 150 NEPA documents (EAs and EISs) on behalf of the BLM, USFS, FHWA, and NPS. These projects strictly follow applicable federal CEQ requirements and the agency-specific guidance documents that prescribe how the agency will comply with NEPA and CEQ regulations and guidance. The documents are prepared to be technically complete and correct, yet understandable by the general public. Schedule compliance is a priority in these projects in order to obtain the necessary technical information, conduct scoping, prepare technical reports, write the NEPA documents, and respond to public comments in a timely manner. Unlike other firms, JBR has a unique combination of experience in both baseline studies and NEPA document preparation. This perspective enables us to provide our clients with highly reliable data, presented in a manner that optimizes use by the agency, proponent, and general public.

JBR conducts many *wetland analyses and investigations* every year. All wetland delineations are performed by our Corps-certified specialists, in accordance with the "Corps of Engineers Wetland Delineation Manual (Environmental Laboratory, 1987)." Wetlands delineations consist of a thorough field examination for hydrophytic vegetation, hydric soils, and wetland soil hydrology. Wetlands are classified by JBR professionals using the U.S. Fish and Wildlife Service method: "Classification of Wetlands and Deepwater Habitats of the United States" (Cowardin, 1979). Our wetland evaluations are conducted in accordance with the "Wetland Evaluation Technique" (W.E.T.), Volume II, originally developed by Dr. Paul Adamus for the Federal Highway Administration (FHWA) Report (FHWA-IP-88-029). Evaluations include researching ground water recharge and discharge, flood flow alteration, sediment stabilization, sediment/toxicant retention, nutrient removal/transformation, product export, wildlife diversity/abundance, aquatic diversity/abundance, uniqueness/heritage, and recreation values. Mitigation plans for wetlands are designed by JBR in accordance with "A Guide to Wetland Functional Design" (Report #FHWA-IP-90-010), a follow-up manual to W.E.T., Vol. II, and current best management practices. These plans involve JBR's in-house expertise in the areas of soils, vegetation, surface water hydrology, ground water hydrology, hydraulic engineering and civil engineering.

JBR's biological and ecological project experience for *endangered species* studies is considerable. We have performed numerous baseline studies that entail soil, vegetation, wildlife, aquatic organisms, and threatened and endangered species. The JBR wildlife resources staff has extensive experience conducting population surveys, performing habitat assessments, developing mitigation measures, and preparing management plans for species affected by development. Our vegetation resource staff is well-versed in the plant and habitat issues of the West.

JBR Environmental Consultants Inc. has extensive experience providing *archeological and or cultural resources management services* to our clients. JBR has completed numerous cultural resources projects in Utah, Idaho, Wyoming, Nevada, and Colorado. We have access to academic personnel at various universities as well as other technical subconsultants in the region to conduct this work under JBR direction so it can be integrated with our other environmental impact analyses services on projects.

JBR has developed numerous *plans to meet environmental regulations* for facilities throughout the western United States. This permitting function begins with determining the project regulatory requirements and documenting these decisions in a Permit Requirements Plan. This plan includes a description of the applicable regulations to the project, the required permitting process, applicable schedule time lines, and budgets. Hundreds of projects have been permitted by JBR using this basic planning approach. These permitting projects may address only one regulation or possibly a multitude of regulations, depending on the project description and complexity. JBR project managers have experience with all the typically applicable federal and state environmental permitting requirements and can customize a permitting plan for any future project.

Conducting *environmental compliance audits* is a core competency of JBR. The high level of professional experience and diversity within the company allow us to staff small to large audits with all the required staff. We have conducted such audits on numerous projects including heavy industrial facilities, manufacturing plants, food processing plants, warehouses, schools, administrative offices, and utilities. We have developed complete audit protocols that are used off-the-shelf, or can be customized for our clients' needs. We have prepared comprehensive audit policies and procedures as well as having conducted dozens of field audits. Our audits have also been conducted in response to Environmental Management System designs.

Environmental *compliance management* is provided by JBR in a variety of ways and media. JBR provides a customized product called the Environmental Compliance Manual which is a compendium of all regulatory requirements for a specific facility. It identifies and describes the requirements of all permits, licenses and other authorizations for a specific facility. We also provide a computerized version of this product called the JBR Environmental Compliance Management System which is a searchable electronic data base of all compliance requirements for a facility. Finally JBR provides Environmental Management Systems designed to comply with ISO 14000 requirements.

JBR offers a complete suite of hazardous *waste management* services with professionals that have experience in characterizing, packaging, shipping, treating, and disposing of hazardous wastes. JBR has substantial experience in *hazard and exposure assessments* for a variety of potentially hazardous substances including: asbestos, lead, toxic metals, organic vapors, radionuclides, drinking water contaminants, and hazardous wastes. We have developed off-the-shelf hazard assessments protocols that are followed to comply with OSHA and EPA requirements. We have in-house certified asbestos and lead paint inspectors and risk assessors. Our lead paint inspection program utilizes state-of-the-art field x-ray fluorescence equipment that can provide real time results of buildings, structures, and soils. Our air sampling equipment includes personnel monitors and area monitors that allow us to measure concentrations of contaminants in breathing air. JBR also has noise monitoring equipment that enables us to conduct noise hazard assessments.

Waste characterization studies provided by JBR have included complete reviews of processes to determine the RCRA status of waste streams and then sampling and analyses of those waste streams to determine physical and chemical properties. Subcontract laboratories are used for the analytical services. We also inventory and obtain samples of containerized wastes for hazardous waste characterization and disposal determinations. Other waste characterization capability includes field sampling of contaminated soils, water and other media, sumps, ponds, waste piles, pipelines, and building materials. Types of wastes that have been characterized by JBR include metals, ignitables, corrosives, pesticides, fuels, radionuclides, and a wide variety of organic compounds.

JBR conducts *reviews of technologies and processes impacting waste management* for a variety of facilities. Each project is site specific but typically involves waste characterization, determination of applicable regulations, review of applicable waste minimization or treatment technologies, evaluation of cost/benefit ratios, determination of potential regulatory benefits from potential revised waste management practices, and documentation of all determinations. *Review and recommendation of waste tracking and handling systems* are provided by JBR to many clients. We are familiar with the industrial and hazardous waste treatment, storage and disposal operations in the western United States, and many such facilities in other parts of the country. We work with organizations and our clients to develop site-specific waste handling and tracking procedures for handling wastes in compliance with state and federal requirements. JBR has developed a computer database for *reporting and compliance software* called the JBR Compliance Management System which collects all applicable environmental reporting and compliance requirements into one easy to use program. The program allows queries of the requirements to be made for planning and auditing purposes and enables the facility management to stay abreast of upcoming compliance deadlines. We also provide a paper-based manual version of this product for clients whose requirements are less complicated and therefore do not require the power of a computer database to manage reporting and compliance.

Development of waste management plans is a specialty of JBR. We have prepared comprehensive Solid and Hazardous Waste Management Plans for numerous facilities. Each of these plans is a complete collection of all information required by RCRA and state regulations. The plans describe the waste streams, their regulatory classification, waste characterization results, waste handling, shipping, paperwork, training, and waste minimization procedures. These plans have been audited by various state and federal agencies and have been well accepted as models of good waste management planning.

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[:: SIN 899-7 \(RC\)](#)

[:: SIN 899-7 Geographic Information Systems \(GIS\)](#)

JBR offers *natural resource planning and pollution analysis* services utilizing GIS. Our staff has conducted field surveys of a variety of natural resources using GPS and GIS technology, including wildlife, vegetation, noxious weeds, seeps and springs, roads and trails, abandoned mines, and waste disposal sites. These data have been collected in the field and/or obtained from published sources for inclusion in GIS products that are then provided to clients in hard copy and/or digital form.

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[:: SIN 899-8 \(RC\)](#)

[:: SIN 899-8 Remediation Services](#)

JBR has extensive remediation *excavation, removal, manifesting, transportation, storage, and treatment and/or disposal experience for hazardous waste*. This has included *preparation, characterization, field investigation, conservation and closure of sites*. We have conducted such activities on numerous sites contaminated with a wide variety of materials including: toxic metals, corrosives, pesticides, ignitables, organics, and radionuclides. We provide turn-key remediation services including all phases of work such as: work plan preparation, site investigations, impact analyses, remedial action plans, remedial construction, and post-remediation monitoring. Our environmental professionals are experienced in all facets of waste handling including excavation, containerization, characterization, profiling, manifesting, shipping and disposal. We utilize subcontractors for laboratory services, transportation and disposal of hazardous wastes. Our remedial technology experience has included: excavation, land farming, pump and treat, in-situ bioremediation, soil venting, free phase removal, and risk based closures. We have conducted these services on federal RCRA or CERCLA sites and we are also familiar with the cleanup requirements of various states.

JBR offers a wide variety of services to assess the environmental condition and potential liabilities of residential, commercial, and industrial sites. Clients benefit from our comprehensive, yet practical, approaches to *site investigation*. Our work approach includes site inspection and sampling, release investigations, complete characterization, contaminant fate and transport modeling and risk assessment.

JBR *corrective action plans* identify and compare the current technologies for applicability to the site, recommend a preferred treatment technology, outline pre-engineering assessment and testing protocols to support the design effort, specify system operation, comply with project schedule and budget and address permitting requirements and agency notifications.

JBR *remediation plans* clearly outline of the actions to be performed. We identify relevant cleanup standards and potential residue constituents of concern, specify the steps to a complete preliminary assessment of the site including visual inspection for spills, identify sample collection locations and characterization, delineate the cleanup areas and processes. To complete the work, JBR prepares a final report of observations including analytical results and pictures.

On *wetland restoration* projects, JBR works with regulatory agencies to obtain the necessary state and federal permits. We perform wetlands delineation, vegetation and wildlife assessment, water quality evaluation, and develop the wetland mitigation and monitoring plan needed to obtain a Clean Water Act Section 404 permit from the U.S. Army Corps of Engineers. We specify the plant material to be installation and prepare a Stormwater Pollution Prevention Plan (SWPPP). JBR also monitors the project site to track success and complete annual compliance reporting. We conduct noxious weed inspections, identify erosion control needs, and offer permitting assistance.

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:: LABOR CATEGORIES AND PRICES

Contract Period through August 5, 2012

Applicable SIN # s	Labor Category	Hourly Rates (revised 05/15/09)				
		Base Period1 8/6/08	Base Period2 8/6/09	Base Period3 8/6/10	Base Period4 8/6/11	Base Period5 8/6/12
Environmental Scientists, Engineers, Specialists, and Analysts						
1, 8	Principal	\$141.34	\$148.04	\$152.48	\$160.10	\$166.50
1, 7, 8	Senior Scientist	\$106.68	\$111.74	\$115.09	\$120.85	\$125.68
1, 7, 8	Project Engineer/Scientist II	\$90.74	\$95.04	\$97.89	\$102.78	\$106.89
1, , 8	Project Engineer/Scientist I	\$85.82	\$89.89	\$92.58	\$97.21	\$101.10
1, 7, 8	Environmental Specialist/Engineer III	\$79.00	\$82.75	\$85.23	\$89.49	\$93.07
1, 7, 8	Environmental Specialist/Engineer II	\$70.17	\$73.49	\$75.70	\$79.48	\$82.66
8	Environmental Specialist/Engineer I	\$70.52	\$73.87	\$76.08	\$79.89	\$83.08
-	Engineering Designer	\$77.69	\$81.37	\$83.81	\$88.00	\$91.52
1, 7, 8	Environmental Analyst III	\$62.64	\$65.61	\$67.57	\$70.95	\$73.97
1, 8	Environmental Analyst II	\$54.73	\$57.32	\$59.04	\$62.00	\$64.48
1, 8	Environmental Analyst I	\$50.38	\$52.77	\$54.35	\$57.07	\$59.35
-	Environmental Technician	\$46.84	\$49.06	\$50.53	\$53.05	\$55.18
1, 7	CAD Specialist	\$66.51	\$69.66	\$71.75	\$75.34	\$78.35
Industrial Health and Safety Staff						
-	Certified Industrial Hygienist	\$129.62	\$135.77	\$139.84	\$146.83	\$152.70
8	Industrial Hygienist	\$69.13	\$72.41	\$74.58	\$78.31	\$81.44
1, 7, 8	Asbestos Project Designer/Manager	\$69.13	\$72.41	\$74.58	\$78.31	\$81.44
1, , 7, 8	Asbestos Specialist	\$54.73	\$57.32	\$59.04	\$62.00	\$64.48
1, 7, 8	Accredited Lead-Based Paint Specialist	\$61.93	\$64.87	\$66.81	\$70.15	\$72.96
8	Accredited Lead Risk Assessor	\$69.13	\$72.41	\$74.58	\$78.31	\$81.44
Administrative & Technical Support						
1	Accountant/IT Specialist	\$74.89	\$78.44	\$80.80	\$84.84	\$88.23
1	Accounting Assistant	\$45.37	\$47.52	\$48.94	\$51.39	\$53.45
1, 8	Administrative/Technical Assistant	\$43.62	\$45.69	\$47.06	\$49.42	\$51.39

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:: LABOR CATEGORY DESCRIPTIONS

Contract Period through August 5, 2012

Labor Category	Description with Minimum Education and Experience
Principal	Bachelor* or Master degree and 15 years relevant experience including 10 years in management. Develops and maintains client relationships. Directs technical programs and projects, both multiple and individual, with overall program responsibilities. Ensures consistently accurate and timely client and management communication. Resolves abstract problems and difficult technical matters and serves as a technical resource throughout the company.
Senior Scientist	Bachelor* degree with 12 years relevant experience or Master degree with 9 years relevant experience including management experience. Advises clients on how best to proceed to minimize environmental damage and negative financial impact. Manages the development and implementation of company policies. Ensures projects are completed on time and within budget. Acts as advisor on complex projects and is considered to be a top level contributor. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. Leads and directs the work of others.
Project Engineer/Scientist II	Bachelor* degree with 10 years relevant experience or Master degree with 7 years relevant experience. Bachelor degree with 7 years relevant experience or Master degree with 5 years relevant experience. Responsible for developing environmental policy and procedure manuals. Keeps abreast of any changes to environmental laws and regulations that impact the organization. Serves as contact with all federal, state, and local regulatory bodies. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A wide degree of creativity and latitude is required. Familiar with a variety of the field's concepts, practices, and procedures. Leads and directs the work of others. Reports to the department head.
Project Engineer/Scientist I	Bachelor* degree with 7 years relevant experience or Master degree with 5 years relevant experience. Responsible for maintaining environmental policy and procedure manuals. Keeps abreast of any changes to environmental laws and regulations that impact the organization. Serves as contact with all federal, state, and local regulatory bodies. Relies on experience and judgment to plan and accomplish goals. Performs a wide variety of tasks. A degree of creativity and latitude is expected. Familiar with a variety of the field's concepts, practices, and procedures. Leads and directs the work of others. Reports to the department head.
Environmental Specialist/Engineer III	Bachelor* degree with 6 years relevant experience or Master degree with 4 years relevant experience. Identifies, assesses and resolves problems concerning the environment. Involved in the design and development of facilities; assesses recycling and reclamation processes; conducts hazardous waste management studies; consults on the environmental effects of various construction projects; inspects and evaluates facilities to assess compliance with environmental regulations; prepares and reviews recommendation reports; designs, installs, operates and maintains measuring apparatus to determine the level of pollutants; and produces report of findings. Serves as contact with federal, state, and local regulatory bodies. Familiar with standard concepts, practices, and procedures within a particular field. Performs a variety of complex tasks. Relies on extensive experience and judgment to plan and accomplish goals. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Reports to a manager.
Environmental Specialist/Engineer II	Bachelor* degree with 3 years relevant experience or Master degree with 1 year relevant experience. Involved in the design and development of facilities; assesses recycling and reclamation processes; conducts hazardous waste management studies; consults on the environmental effects of various construction projects; inspects and evaluates facilities to assess compliance with environmental regulations; prepares and reviews recommendation reports; designs, installs, operates and maintains measuring apparatus to determine the level of pollutants; and produces report of findings. Serves as contact with federal, state, and local regulatory bodies. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Reports to a supervisor.

Labor Category	Description with Minimum Education and Experience
Environmental Specialist/Engineer I	With a Bachelor* or Master degree, no experience is required. Assesses recycling and reclamation processes; conducts hazardous waste management studies; inspects and evaluates facilities to assess compliance with environmental regulations; prepares and reviews recommendation reports; designs, installs, operates and maintains measuring apparatus to determine the level of pollutants; and produces report of findings. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.
Engineering Designer	Bachelor* degree with 9 years relevant experience or Master degree with 7 years relevant experience. Involved with the design of facilities and development of operation plans. Develops methods of abating or controlling sources of environmental pollutants. Identifies and analyzes sources of pollution. Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples. Prepares graphs, charts, and statistical models from synthesized data, using knowledge of mathematical, statistical, and engineering analysis techniques. Analyzes data to assess pollution problems develop approaches for control of pollution. Reports to a manager.
Environmental Analyst III	Bachelor* degree with 6 years relevant experience or Master degree with 4 years relevant experience. Develops methods of abating or controlling sources of environmental pollutants. Identifies and analyzes sources of pollution. Synthesizes data derived from samples. Prepares graphs, charts, and statistical models from synthesized data, using knowledge of mathematical, statistical, and engineering analysis techniques. Analyzes data to assess pollution problems develop approaches for control of pollution. Reports to a manager.
Environmental Analyst II	Bachelor* degree with 3 years relevant experience or Master degree with 1 year relevant experience. Utilizes established methods of abating or controlling sources of environmental pollutants. Determines data collection methods to be employed. Collects data from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples. Prepares graphs, charts. Analyzes data to assess pollution problems and develops an approach for control of pollution. Reports to a supervisor.
Environmental Analyst I	With a Bachelor* or Master degree, no experience is required. Determines data collection methods to be employed. Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples. Prepares graphs and charts. Works under immediate supervision and reports directly to a supervisor.
Environmental Technician	High School Diploma with 5 years experience or Associate degree or program Certificate with 2 years experience or Bachelor degree. Assesses compliance with all federal, state, and local environmental regulations, inspections, fills out government paperwork, classifies wastes for RCRA approved disposal, samples wastes, materials, soil and surface water, monitors surface and groundwater, and evaluates Underground Storage Tank (UST). Performs environmental compliance audits and risk assessments. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Reports to an immediate supervisor.
CAD Specialist	High School Diploma with 10 years experience; Associate degree or program Certificate with 5 years experience or Bachelor degree. Uses proficient skills in CAD and GIS to provide full range of high quality and technically accurate drawing, map, report, proposal, and presentation materials.
Certified Industrial Hygienist	Bachelor* degree with program Certificate and 5 years relevant experience or Master degree with program Certificate and 2 years relevant experience. Involved in the design and development of facilities, work areas and work procedures and makes environmental, health and safety recommendations accordingly. Ensures compliance with all environmental, health and safety regulations. Keeps abreast of any changes to laws and regulations. Relies on experience and judgment to plan and accomplish goals. A certain degree of creativity and latitude is required to perform a variety of tasks. Reports to a manager.

Labor Category	Description with Minimum Education and Experience
Industrial Hygienist	With a Bachelor* degree, no direct experience is required. Ensures compliance with all environmental, health and safety regulations, and keeps abreast of any changes to laws and regulations that impact the organization. Serves as contact with all federal, state, and local regulatory bodies. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Reports to a supervisor.
Asbestos Project Designer/Manager	High School Diploma with 8 years direct experience and program Certificate or Associate degree or program Certificate with 5 years experience. Establishes and implements an assessment plan; using data gathered, initiates site remediation; certifies site when complete. Manages the site. Relies on experience and judgment to plan and accomplish goals. A certain degree of creativity and latitude is required to perform a variety of tasks. Reports to a department head.
Asbestos Specialist	High School Diploma with 5 years direct experience and program Certificate or Associate degree or an Asbestos Program Certificate with 2 years experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Does not require exercising independent judgment. Reports to an immediate supervisor.
Accredited Lead-Based Paint Specialist	High School Diploma with 5 years direct experience and program Certificate or Associate degree or a Lead-Based Paint Program Certificate with 2 years experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Reports to an immediate supervisor.
Accredited Lead Risk Assessor	High School Diploma with 3 years direct experience and program Certificate or Associate degree or program Certificate. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Reports to an immediate supervisor.
Accountant/IT Specialist	Bachelor* degree with 5 years relevant experience or Master degree with 2 years relevant experience. Account for acquisition and transfer of assets; prepare government reports; prepare payroll; perform general ledger and account reconciliation; analyze financial statements; manage accounts; obtain security for commercial accounts; and develop and maintain customer relations. Leads and directs work of others.
Accounting Assistant	High School Diploma with 3 years relevant experience or Associate degree or program Certificate with 1 year relevant experience or Bachelor degree. Relies on instructions and pre-established guidelines to perform the functions of the job; prepare payroll; perform general ledger and account reconciliation; analyze financial statements. Reports to an immediate supervisor.
Administrative/Technical Assistant	High School Diploma with 3 years experience including secretarial work and records management or Associate degree or program Certificate with 1 years experience or Bachelor degree with no experience. Responsible for timely completion of routine administrative work including proofreading, editing, and manipulating spreadsheets. Provides used computer skills to support the production, accounting, technical and professional staff.
<p>* In accordance with state laws, experience may be substituted for education. EDUCATION and EXPERIENCE EQUIVALENCIES: GED is equivalent to High School Diploma (HSD); 1.5 years of relevant experience is equivalent to 1 year higher education; HSD and 4 years relevant experience is equivalent to an Associate degree; HSD and 6 years relevant experience = BS; 3 years additional relevant experience = MS; 3 years additional relevant experience = PhD</p>	

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