

# PERSONNEL JOB DESCRIPTIONS

For OMAT Scope and Cost Development

## ◆ Principal Engineer

Registered Professional Engineer generally with 10+ years geotechnical experience. Responsibilities will include overall project quality control/assurance, technical review of analyses & report, and client consultation. *(GDOT meetings/Travel, Internal meetings, QA/QC)*

## ◆ Project Manager

Degreed Staff with 6 years related professional experience, two years of which was managing professional level staff. Preferred credentials are: Registered Professional Engineer or Possession of an applicable Project Management Certification. Responsibilities will include overall project management and supervision, as well as client consultation. If registered PE or Geologist, they may also serve as one of the Review Engineers/Professionals and/or QA/QC. *(Project Programming, Internal meetings, GDOT meetings/Travel, Report review, and/or QA/QC)*

## ◆ 2<sup>nd</sup> Review Engineer/Professional

A Registered Professional Engineer or Geologist, generally with 7+ years of geotechnical and/or environmental experience. Responsibilities include reviewing reports, analyses and design. *(Initial Report Review, Final Report Review)*

## ◆ 1<sup>st</sup> Review Engineer/Professional

An individual with an Engineering or Science related bachelor's degree, generally with 5+ years of geotechnical and/or environmental experience. Responsibilities include reviewing reports, analyses and design in detail. *(Initial Report Review, Final Report Review)*

## ◆ Project Engineer/Professional

An individual with an Engineering or Science related bachelor's degree, with minimum of 2 years of geotechnical and/or environmental experience. Responsibilities include coordination of field and laboratory services, interpretation of field and laboratory data, analyses and development of geotechnical recommendations, and report preparation. *(Internal Meetings, Site Visit/Travel, Utility Meeting/Locate/Travel, Property Owner Contact, Laboratory Assignment & Boring Log Review, Boring log & Plan*

*Preparation, Engineering Analysis & Design, Unanticipated Subsurface Conditions, Report Preparation, and Corrections)*

◆ **Field Engineer/Professional**

Degreed staff engineer, geologist, scientist or non-degreed staff with minimum of 3 years of geotechnical, environmental and/or construction inspection related experience. Responsibilities include collection of field data, supervision of all drill crews, manual field labor for items such as soil probing, utility clearance, boring layout, sample transport, traffic control etc. *(Internal Meetings, Site Visit/Travel, Utility Locate & Gaining Site Access, Property Owner Contact, Boring Layout/Surveying, Soil Logging/Classification & Drill Crew Supervision, Travel to and From Site for Personnel)*

◆ **Technician**

Personnel responsibilities can include: M.O.T., boring layout, patching of pavements, obtaining groundwater readings, backfilling of boreholes, surveying, clearing to boring locations, laboratory preparation, and other misc. tasks associated with the execution of field and laboratory services. *(Site Visit/Travel, Utility Locate/Gaining Site Access, Property Owner Contact, Boring Layout/Surveying, Groundwater Readings, Installation of Erosion Control and/or Limited Site Restoration, Boring Backfill, Travel To & From Site for Personnel, Sample Transport to Laboratory (Unless Concurrent with Weekly Travel To & From Site))*

◆ **CADD Technician**

Personnel responsible for the preparation of location plans, subsurface profiles and cross-sections, boring records, and misc. drawings associated with the geotechnical reports. *(Boring Log & Plan Preparation)*

◆ **Support Assistant**

Responsibilities include word processing associated with report preparation and other correspondence for the project. *(Project Programming, Utility Locate, Property Owner Contact, QA/QC, Report Preparation, Draft Report Publishing, Report Distribution)*