

# PERSONNEL JOB DESCRIPTIONS

## GDOT Project No. & PI PROJECT NAME

*List all employee classifications to be working on this project with job descriptions and modify as needed.*

◆ **Project Manager - Names Here**

Registered Professional Engineer with 15+ years of geotechnical experience. Responsibilities will include overall project management and supervision, client consultation, technical analyses and reporting.

◆ **Chief/Principal Engineer - Names Here**

Registered Professional Engineer with 15+ years geotechnical experience. Responsibilities will include overall project quality control/assurance, technical review of analyses & report, and client consultation.

◆ **Project/Senior Engineer - Names Here**

Degreed Engineer with 4 to 15 years of geotechnical experience. Responsibilities include coordination of field and laboratory services, reduction of field and laboratory data, analyses and development of geotechnical recommendations, and report preparation.

◆ **Field Engineer/Geologist - Names Here**

Degreed staff engineer/geologist with 0 to 4 years of experience or non degreed staff with 3 to 15 years of geotechnical and 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, etc.

◆ **Engineers Aide/Senior Technician (Field or Lab) - Names Here**

Personnel responsibilities can include M.O.T., boring layout, patching of pavements, groundwater readings and other misc. tasks associated with the execution of field and laboratory services.

◆ **Technician (Field or Lab) - Names Here**

Personnel responsibilities can include Field Engineer for surveying, backfilling boreholes, clearing to boring locations, laboratory sample preparation, and other misc. laborious tasks.

◆ **CADD Technician - Names Here**

Personnel responsible for the preparation location plans, subsurface profiles and cross-sections, boring records, and misc. drawings associated with the geotechnical reports.

◆ **Clerical - Names Here**

Responsibilities include word processing associated with report preparation and other written Responsibilities include word processing associated with report preparation and other written correspondence for the project

◆ ----- **Alternate position (Describe)**

**Company Name Here**

**Company Address & Proposal/Project Number Here**