

**SECTION J, ATTACHMENT J-6  
 POSITION QUALIFICATIONS**

Whether or not specifically stated, all job categories shall exhibit the following qualities:

- Proficiency in MS Office (Word, Excel, PowerPoint and Outlook)
- Effective oral and written communication skills.
- Ability to work independently and in a team environment.
- Exhibit a high degree of professionalism in the production of deliverables and in interactions with fellow employees and client personnel.
- Performance under this contract may require involvement in fieldwork; therefore those positions involved with fieldwork must have an appropriate level of physical stamina.
- Perform all assigned tasks in a safe manner.

Category	Minimum Qualifications	Description of Primary Responsibilities
Designer I	Required: <ul style="list-style-type: none"> <li>• At least five (5) years of experience in design of environmental restoration, demolition or remediation actions.</li> </ul> Preferred: <ul style="list-style-type: none"> <li>• Associates degree in a related field.</li> <li>• DOE experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Plans and executes designs from basic data supplied.</li> <li>• Reviews design models, drawings and design documents.</li> <li>• Ability to utilize computer-aided design systems.</li> </ul>
Designer II	Required: <ul style="list-style-type: none"> <li>• At least ten (10) years of experience in design of environmental restoration, demolition or remediation actions.</li> </ul> Preferred: <ul style="list-style-type: none"> <li>• Bachelor’s degree in a related field.</li> <li>• DOE experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Plans and executes designs from basic data supplied.</li> <li>• Reviews design models, drawings and design documents.</li> <li>• Ability to utilize computer-aided design systems.</li> </ul>

Category	Minimum Qualifications	Description of Primary Responsibilities
Designer III	<p>Required:</p> <ul style="list-style-type: none"> <li>• Relevant and expert experience.</li> <li>• Relevant experience is defined as formal technical educational training and practical work experience in design of environmental restoration, demolition or remediation actions.</li> <li>• Expert experience is defined as Engineering Design work experience performed accurately and independently with subject matter expertise and without technical supervision. Such experience has been sustained over a significant period of time and is typically achieved after at least 10-15 years of Engineering Design experience.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in a related field.</li> <li>• DOE experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Applies standard engineering tasks and exhibits an intimate working knowledge of applicable codes, specifications, and standards; performs sophisticated and complex designs and calculations in accordance with established departmental standards.</li> <li>• Ability to utilize computer-aided design systems.</li> </ul>

Category	Minimum Qualifications	Description of Primary Responsibilities
Engineer I	<p>Required:</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in Engineering.</li> <li>• At least five (5) years of engineering experience.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Master’s degree in Engineering.</li> <li>• Professional Engineer License.</li> <li>• DOE environmental cleanup experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Applies expertise to broadly-stated technical problems.</li> <li>• Plans, schedules, conducts, and coordinates detailed phases of engineering work.</li> <li>• Plans, coordinates, or prepares equipment or work specifications.</li> <li>• Prepares conceptual studies, designs, or reports.</li> <li>• Performs problem analysis and original design.</li> <li>• Conducts engineering studies/assessments and makes recommendations.</li> <li>• Performs value engineering assessments and alternatives analysis.</li> <li>• Assists DOE in conducting walkthroughs and project assessment.</li> <li>• Develops Walkthrough/Assessment Plans.</li> <li>• Performs data tracking, analysis and trending.</li> <li>• Develops documents and conducts technical reviews.</li> <li>• Reviews project technical documents, provides engineering analysis, and design reviews.</li> <li>• Participates in Operational Readiness Reviews, Readiness Assessments, system analysis, and requirement analysis.</li> <li>• Provides Title III and facility commissioning services to assist DOE in the oversight of construction projects throughout the construction phase, including startup, readiness reviews, and CD-4 approval. These services include:             <ul style="list-style-type: none"> <li>○ Periodic construction observation and monitoring.</li> <li>○ Review of submittals for conformance with construction documents.</li> <li>○ Preparation of design change notices.</li> <li>○ Interpretation and clarification of engineering design documents.</li> <li>○ Coordination of construction quality control (CQC) activities and evaluation of CQC data.</li> <li>○ Support during mechanical completion test and inspection.</li> </ul> </li> </ul>

Category	Minimum Qualifications	Description of Primary Responsibilities
Engineer II	<p>Required:</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in Engineering.</li> <li>• At least ten (10) years of engineering experience, of which at least five (5) years must be in the environmental cleanup industry working with environmental regulatory requirements.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Master’s degree in Engineering.</li> <li>• Professional Engineer License.</li> <li>• DOE environmental cleanup experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Applies expertise to broadly-stated technical problems.</li> <li>• Plans, schedules, conducts, and coordinates detailed phases of engineering work.</li> <li>• Plans, coordinates, or prepares equipment or work specifications.</li> <li>• Prepares conceptual studies, designs, or reports.</li> <li>• Performs problem analysis and original design.</li> <li>• Conducts engineering studies/assessments and makes recommendations.</li> <li>• Performs value engineering assessments and alternatives analysis.</li> <li>• Assists DOE in conducting walkthroughs and project assessment.</li> <li>• Develops Walkthrough/Assessment Plans.</li> <li>• Performs data tracking, analysis and trending.</li> <li>• Develops documents and conducts technical reviews.</li> <li>• Reviews project technical documents, provides engineering analysis, and design reviews.</li> <li>• Participates in Operational Readiness Reviews, Readiness Assessments, system analysis, and requirement analysis.</li> <li>• Provides Title III and facility commissioning services to assist DOE in the oversight of construction projects throughout the construction phase, including startup, readiness reviews, and CD-4 approval. These services include:                         <ul style="list-style-type: none"> <li>○ Periodic construction observation and monitoring.</li> <li>○ Review of submittals for conformance with construction documents.</li> <li>○ Preparation of design change notices.</li> <li>○ Interpretation and clarification of engineering design documents.</li> <li>○ Coordination of construction quality control (CQC) activities and evaluation of CQC data.</li> <li>○ Support during mechanical completion test and inspection.</li> </ul> </li> <li>• Provides direct assistance to clients as members of a team.</li> <li>• Performs peer reviews of the technical work products of employees at lower grades.</li> </ul>

Category	Minimum Qualifications	Description of Primary Responsibilities
Engineer III	<p>Required:</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in Engineering.</li> <li>• Relevant and expert experience.</li> <li>• Relevant experience is defined as engineering experience in the environmental cleanup industry working with environmental regulatory requirements.</li> <li>• Expert experience is defined as Engineering work experience performed accurately and independently with subject matter expertise and without technical supervision. Such experience has been sustained over a significant period of time and is typically achieved after at least 15-20 years of Engineering experience.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Master’s degree in Engineering.</li> <li>• Professional Engineer License.</li> <li>• DOE environmental cleanup experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Applies expertise to broadly-stated technical problems.</li> <li>• Plans, schedules, conducts, and coordinates detailed phases of engineering work.</li> <li>• Plans, coordinates, or prepares equipment or work specifications.</li> <li>• Prepares conceptual studies, designs, or reports.</li> <li>• Performs problem analysis and original design.</li> <li>• Conducts engineering studies/assessments and makes recommendations.</li> <li>• Performs value engineering assessments and alternatives analysis.</li> <li>• Assists DOE in conducting walkthroughs and project assessment.</li> <li>• Develops Walkthrough/Assessment Plans.</li> <li>• Performs data tracking, analysis and trending.</li> <li>• Develops documents and conducts technical reviews.</li> <li>• Reviews project technical documents, provide engineering analysis, and design reviews.</li> <li>• Participates in Operational Readiness Reviews, Readiness Assessments, system analysis, and requirement analysis.</li> <li>• Provides Title III and facility commissioning services to assist DOE in the oversight of construction projects throughout the construction phase, including startup, readiness reviews, and CD-4 approval. These services include:             <ul style="list-style-type: none"> <li>○ Periodic construction observation and monitoring.</li> <li>○ Review of submittals for conformance with construction documents.</li> <li>○ Preparation of design change notices.</li> <li>○ Interpretation and clarification of engineering design documents.</li> <li>○ Coordination of construction quality control (CQC) activities and evaluation of CQC data.</li> <li>○ Support during mechanical completion test and inspection.</li> </ul> </li> <li>• Provides high-level expertise to complex technical and engineering issues with minimum supervision.</li> <li>• Provides direct assistance to clients within the context of project assignments and expertise.</li> <li>• Serves as mentor and performs peer reviews of technical work products of employees at lower grades.</li> </ul>

Category	Minimum Qualifications	Description of Primary Responsibilities
Environmental Specialist I	<p>Required:</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in a Physical Science or related technical degree.</li> <li>• At least five (5) years demonstrable experience with environmental laws, rules and regulations to include both Federal and State of Tennessee.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Master’s degree in a Physical Science or related technical degree.</li> <li>• DOE environmental cleanup experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Plans and coordinates activities.</li> <li>• Prepares reports and recommends corrective actions.</li> <li>• Understands the issues involved in protecting the environment—degradation, conservation, recycling, and replenishment preserve water supplies to comply with Federal environmental regulations.</li> <li>• Provides advice (written and oral), during implementation of field work, on regulatory strategies in ensuring there is integration of regulatory and technical requirements for facility decommissioning and remediation of contaminated environmental media (e.g., soils, surface water, ground water).</li> <li>• Conducts technical peer reviews of document format and content prior to presentation to regulatory agencies.</li> <li>• Provides support for public, stakeholder and/or regulatory agency reviews and/or meetings. This may include: attending regulatory, public and/or stakeholder meetings, coordinating with all necessary parties, preparing meeting material such as slide presentations and meeting summaries, arranging meeting locations, providing all parties with meeting notifications, and producing sufficient quantities of meeting presentation materials.</li> <li>• Provides the OREM with expertise and specialized technical assistance in reviewing environmental laws and regulations and DOE Directives and Standards to determine applicability and appropriate implementation strategies.</li> <li>• Collaborates with other entities in the resolution of key technical comments and/or regulatory issues pertaining to compliance plans and reports, applications and regulatory documentation.</li> <li>• Provides support associated with the implementation of compliance orders and agreements.</li> </ul>

Category	Minimum Qualifications	Description of Primary Responsibilities
Environmental Specialist II	<p>Required:</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in a Physical Science or related technical degree.</li> <li>• At least ten (10) years demonstrable experience with environmental laws, rules and regulations to include both Federal and State of Tennessee.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Master’s degree in a Physical Science or related technical degree.</li> <li>• DOE environmental cleanup experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Plans and coordinates activities.</li> <li>• Prepares reports and recommends corrective actions.</li> <li>• Understands the issues involved in protecting the environment—degradation, conservation, recycling, and replenishment preserve water supplies to comply with Federal environmental regulations.</li> <li>• Provides advice (written and oral), during implementation of field work, on regulatory strategies in ensuring there is integration of regulatory and technical requirements for facility decommissioning and remediation of contaminated environmental media (e.g., soils, surface water, ground water).</li> <li>• Conducts technical peer reviews of document format and content prior to presentation to regulatory agencies.</li> <li>• Provides support for public, stakeholder and/or regulatory agency reviews and/or meetings. This may include: attending regulatory, public and/or stakeholder meetings, coordinating with all necessary parties, preparing meeting material such as slide presentations and meeting summaries, arranging meeting locations, providing all parties with meeting notifications, and producing sufficient quantities of meeting presentation materials.</li> <li>• Provides the OREM with expertise and specialized technical assistance in reviewing environmental laws and regulations and DOE Directives and Standards to determine applicability and appropriate implementation strategies.</li> <li>• Collaborates with other entities in the resolution of key technical comments and/or regulatory issues pertaining to compliance plans and reports, applications and regulatory documentation.</li> <li>• Provides support associated with the implementation of compliance orders and agreements.</li> <li>• Provides direct assistance to clients as members of a team.</li> <li>• Performs peer reviews of the technical work products of employees at lower grades.</li> </ul>

Category	Minimum Qualifications	Description of Primary Responsibilities
Environmental Specialist III	<p>Required:</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in a Physical Science or related technical degree.</li> <li>• Relevant and expert experience.</li> <li>• Relevant experience is defined as scientific/technical experience with environmental laws, rules and regulations to include both Federal and State of Tennessee.</li> <li>• Expert experience is defined as scientific/technical work experience performed accurately and independently with subject matter expertise and without technical supervision. Such experience has been sustained over a significant period of time and is typically achieved after at least 15-20 years of scientific/technical experience.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Master’s degree in a Physical Science or related technical degree.</li> <li>• DOE environmental cleanup experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Plans and coordinates activities.</li> <li>• Prepares reports and recommends corrective actions.</li> <li>• Understands the issues involved in protecting the environment—degradation, conservation, recycling, and replenishment preserve water supplies to comply with Federal environmental regulations.</li> <li>• Provides advice (written and oral), during implementation of field work, on regulatory strategies in ensuring there is integration of regulatory and technical requirements for facility decommissioning and remediation of contaminated environmental media (e.g., soils, surface water, ground water).</li> <li>• Conducts technical peer reviews of document format and content prior to presentation to regulatory agencies.</li> <li>• Provides support for public, stakeholder and/or regulatory agency reviews and/or meetings. This may include: attending regulatory, public and/or stakeholder meetings, coordinating with all necessary parties, preparing meeting material such as slide presentations and meeting summaries, arranging meeting locations, providing all parties with meeting notifications, and producing sufficient quantities of meeting presentation materials.</li> <li>• Provides the OREM with expertise and specialized technical assistance in reviewing environmental laws and regulations and DOE Directives and Standards to determine applicability and appropriate implementation strategies.</li> <li>• Collaborates with other entities in the resolution of key technical comments and/or regulatory issues pertaining to compliance plans and reports, applications and regulatory documentation.</li> <li>• Provides support associated with the implementation of compliance orders and agreements.</li> <li>• Provides high-level expertise to complex technical and scientific issues with minimum supervision.</li> <li>• Provides direct assistance to clients within the context of project assignments and expertise.</li> <li>• Serves as mentor and performs peer reviews of technical work products of employees at lower grades.</li> </ul>

Category	Minimum Qualifications	Description of Primary Responsibilities
Estimator I	<p>Required:</p> <ul style="list-style-type: none"> <li>• At least five (5) years of relevant experience.</li> <li>• Relevant experience is defined as work experience in environmental cleanup, project controls, and cost estimating.</li> <li>• Must be detail oriented.</li> <li>• Familiarity with cost estimating software programs.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in a related field</li> <li>• DOE environmental cleanup experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Supports cost estimating efforts as directed during project and/or proposal activities.</li> <li>• Assists in historical data analysis and maintenance of historical databases.</li> <li>• Executes tasks within well-defined parameters.</li> <li>• Assesses cost effectiveness of products, projects or services, tracking actual costs relative to bids as the project develops.</li> <li>• Prepare and maintain “high quality” Independent Government Cost Estimates (IGCE) and Independent Cost Estimates (ICE).</li> <li>• Shall be available to attend meetings at the Federal Office Building in Oak Ridge, TN to discuss matters in person with the DOE COR, OREM Senior Management, and contractor staff.</li> </ul>

Category	Minimum Qualifications	Description of Primary Responsibilities
Estimator II	<p>Required:</p> <ul style="list-style-type: none"> <li>• At least ten (10) years of relevant experience, of which at least five (5) years must be on federally-funded environmental cleanup projects.</li> <li>• Relevant experience is defined as work experience in environmental cleanup, project controls, and cost estimating.</li> <li>• Must possess analytical skills.</li> <li>• Must be able to effectively handle multiple projects concurrently.</li> <li>• Must be detail oriented.</li> <li>• Familiarity with Micro Computer Aided Cost Estimating System (MCACES) Second Generation (MII) software, as well as other cost estimating software programs.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in a related field.</li> <li>• DOE environmental cleanup experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinates task execution with other Project Controls personnel or technicians.</li> <li>• Assists in historical data analysis and maintenance of historical databases, estimate development and in preparation of graphic presentations by summarizing estimating data.</li> <li>• Responsible for detailed estimates of man-hours and indirect costs.</li> <li>• Provides input and output from estimating software.</li> <li>• Consults with clients, vendors, personnel in other departments to discuss and formulate estimates and resolve issues.</li> <li>• Confers with engineers, architects, owners, contractors and subcontractors on changes and adjustments to cost estimates.</li> <li>• Uses relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.</li> <li>• Determines material and labor requirements.</li> <li>• Determines type, quantity and quality of resources required.</li> <li>• Prepares and maintains a directory of suppliers, contractors and subcontractors.</li> <li>• Determines time, costs, resources, or materials needed to perform a work activity.</li> <li>• Considers the relative costs and benefits of potential actions to choose the most appropriate one.</li> <li>• Compiles, codes, categorizes, calculates, tabulates, audits, or verifies information or data.</li> <li>• Enters, transcribes, records, stores, or maintains information in written or electronic form.</li> <li>• Prepare and maintain “high quality” Independent Government Cost Estimates (IGCE) and Independent Cost Estimates (ICE).</li> <li>• Shall be available to attend meetings at the Federal Office Building in Oak Ridge, TN to discuss matters in person with the DOE COR, OREM Senior Management, and contractor staff.</li> <li>• Provides direct assistance to clients as members of a team.</li> <li>• Performs peer reviews of the technical work products of employees at lower grades.</li> </ul>

Category	Minimum Qualifications	Description of Primary Responsibilities
Estimator III	<p>Required:</p> <ul style="list-style-type: none"> <li>• Relevant and expert experience, of which at least five (5) years must be on federally-funded environmental cleanup projects.</li> <li>• Relevant experience is defined as work experience in environmental cleanup, project controls, and cost estimating.</li> <li>• Expert experience is defined as estimating work experience performed accurately and independently with subject matter expertise and without technical supervision. Such experience has been sustained over a significant period of time and is typically achieved after at least 10-15 years of estimating experience.</li> <li>• Must possess analytical skills.</li> <li>• Must be able to effectively handle multiple projects concurrently.</li> <li>• Must be detail oriented.</li> <li>• Proficiency with Micro Computer Aided Cost Estimating System (MCACES) Second Generation (MII) software, as well as familiarity with other cost estimating software programs.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in a related field.</li> <li>• DOE environmental cleanup experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinates task execution with other Project Controls personnel or technicians.</li> <li>• Assists in historical data analysis and maintenance of historical databases, estimate development and in preparation of graphic presentations by summarizing estimating data.</li> <li>• Responsible for detailed estimates of man-hours and indirect costs.</li> <li>• Provides input and output from Estimating software.</li> <li>• Leads discussions with clients, vendors, personnel in other departments to discuss and formulate estimates and resolve issues.</li> <li>• Leads discussions with engineers, architects, owners, contractors and subcontractors on changes and adjustments to cost estimates.</li> <li>• Uses relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.</li> <li>• Independently determines material and labor requirements.</li> <li>• Independently determines type, quantity and quality of resources required.</li> <li>• Prepares and maintains a directory of suppliers, contractors and subcontractors.</li> <li>• Independently determines time, costs, resources, or materials needed to perform a work activity.</li> <li>• Considers the relative costs and benefits of potential actions to choose the most appropriate one.</li> <li>• Compiles, codes, categorizes, calculates, tabulates, audits, or verifies information or data.</li> <li>• Enters, transcribes, records, stores, or maintains information in written or electronic form.</li> <li>• Prepare and maintain “high quality” Independent Government Cost Estimates (IGCE) and Independent Cost Estimates (ICE).</li> <li>• Provides direct assistance to clients within the context of project assignments and expertise.</li> <li>• Serves as mentor and performs peer reviews of technical work products of employees at lower grades.</li> </ul>

Category	Minimum Qualifications	Description of Primary Responsibilities
Group Leader	<p>Required:</p> <ul style="list-style-type: none"> <li>• Significant experience in the position of technical lead (or equivalent) of a functional area team of subject matter experts related to this performance work statement (e.g., project controls, cost estimating, technical support, project management, etc). Significant experience is typically achieved after at least ten (10) years of progressively responsible experience, typically including at least five (5) years of technical lead experience.</li> <li>• Must possess analytical skills.</li> <li>• Must be able to effectively handle multiple projects concurrently.</li> <li>• Must be detail oriented.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in a related field.</li> <li>• DOE environmental cleanup experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Serves as the primary functional area lead and subject matter expert for elements of the Performance Work Statement based on contractor’s organization structure.</li> <li>• Provides technical supervision within the functional unit including prioritizing, assigning, and supervising work within the unit.</li> <li>• Provides a high degree of expertise to members of the functional unit.</li> <li>• Assembles members of a group to work together to accomplish tasks.</li> <li>• Develops specific goals and plans to prioritize, organize, and accomplish the work.</li> <li>• Handles complaints, settles disputes, and resolves grievances and conflicts, or otherwise negotiates with others.</li> <li>• Translates or explains what information means and how it can be used.</li> <li>• Analyzes information and evaluates results to choose the best solution and solve problems.</li> <li>• Reviews the work of functional unit members to ensure quality.</li> <li>• Provides guidance and expert advice to management or other groups on technical, systems, or process-related topics.</li> <li>• Shall be available to attend meetings at the Federal Office Building in Oak Ridge, TN to discuss matters in person with the DOE COR, OREM Senior Management, and contractor staff.</li> </ul>

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Management Consultant	<p>Required:</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree.</li> <li>• Expert experience in providing technical consultation to senior executives. Such experience has been sustained over a significant period of time and is typically achieved after 10 years of consulting for senior executives.</li> <li>• Management Consultants are subject matter experts in their discipline.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• DOE environmental cleanup experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Serves as a technical consultant to the Manager of OREM primarily for, but not limited to, the following:             <ul style="list-style-type: none"> <li>○ Communications strategy;</li> <li>○ Mission and program priorities;</li> <li>○ Issues management;</li> <li>○ Evaluation of cleanup strategies; and</li> <li>○ Program/Project assessments.</li> </ul> </li> </ul>

Category	Minimum Qualifications	Description of Primary Responsibilities
<p>Program Manager</p>	<p>Required:</p> <ul style="list-style-type: none"> <li>• DOE “Q” clearance level (or other Federal agency equivalent); or the ability to obtain one if not already held.</li> <li>• Bachelor's degree.</li> <li>• Significant experience in the position of Program Manager (or equivalent) on federally-funded environmental cleanup projects. Significant experience is typically achieved after at least fifteen (15) years of progressively responsible experience, typically including at least five (5) years of experience in the position of Program Manager (or equivalent).</li> <li>• Must possess analytical skills.</li> <li>• Must be able to effectively handle multiple projects concurrently.</li> <li>• Must be detail oriented.</li> <li>• Strong organizational, interpersonal, administrative and communication skills.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• DOE environmental cleanup experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Serves as the primary interface to the DOE Contracting Officer’s Representative (COR) and OREM Senior Management.</li> <li>• Responsible official for overall contractor performance under this contract.</li> <li>• Responsible for monitoring and maintaining performance of all resulting task order(s).</li> <li>• Ensures obligations are met in accordance with contractual agreements.</li> <li>• Ensures all elements of the PWS are sufficiently supported with adequate contractor staff for successful execution of work in a timely manner as required by OREM.</li> <li>• Develops and provides monthly status reports on all activities to the COR.</li> <li>• Shall be available to attend meetings at the Federal Office Building in Oak Ridge, TN to discuss matters in person with the DOE COR, OREM Senior Management, and contractor staff.</li> </ul>
<p>Program Systems Manager</p>	<p>Required:</p> <ul style="list-style-type: none"> <li>• DOE “Q” clearance level (or other Federal agency equivalent); or the ability to obtain one if not already held.</li> <li>• Significant relevant experience in the position of Program Systems Manager (or equivalent) on federally-funded environmental cleanup projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Manages and ensures maintenance and operation of the OREM Integrated CSPS which integrates all Site Operating Contractor earned value data, including schedules.</li> <li>• Manages and ensures maintenance and operation of the OREM Integrated Baseline Management System (BMS); capable of documenting, maintaining configuration control over, and reporting on the OREM Life Cycle Cost and Schedule Baseline.</li> <li>• Manages and ensures maintenance and operation of the OREM Integrated Lifecycle Planning Modeling Tool (PMT) capable of modeling impacts to the life cycle cost and schedule baseline.</li> </ul>

Category	Minimum Qualifications	Description of Primary Responsibilities
	<p>Significant experience is typically achieved after at least fifteen (15) years of progressively responsible experience, typically including at least five (5) years of experience in the position of Program Systems Manager (or equivalent).</p> <ul style="list-style-type: none"> <li>• Relevant experience is defined as experience developing, implementing, and maintaining an Earned Value Management System; experience with EVMS standards and software tools; preparing required client reports; and maintaining Cost and Schedule Performance Systems (CSPSs) including cost estimating data integration.</li> <li>• Expertise with cost processors, Primavera Scheduling software, and database management software.</li> <li>• Must possess analytical skills.</li> <li>• Must be detail oriented.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in a related field.</li> <li>• DOE environmental cleanup experience.</li> <li>• Relevant professional systems certifications (e.g., Project Management Institute, Earned Value Management Institute, Primavera P6 Certification).</li> </ul>	<ul style="list-style-type: none"> <li>• Produces and provides complete and accurate consolidated monthly reports on the cost and schedule performance of OREM projects by established due dates.</li> <li>• Ensures integrity of OREM Integrated CSPS, OREM Integrated BMS, and OREM Integrated Lifecycle PMT data.</li> <li>• Evaluates efficiency and effectiveness of the current OREM Integrated CSPS OREM Integrated BMS, and/or OREM Integrated PMT to determine if any changes are necessary due to obsolescence or data integration issues with OREM Site Operating Contractors.</li> <li>• Performs cost/benefit analyses for modifications to existing OREM Integrated CSPS, OREM Integrated BMS, and/or OREM Integrated PMT versus implementation of new systems/software, for OREM approval.</li> <li>• Maintains currency of project reporting systems requirements both locally and at EM Headquarters.</li> <li>• Establishes and maintains communication with Site Operating Contractor counterparts to facilitate and troubleshoot data integration.</li> <li>• Establish and maintain project cost data inputs for the Environmental Cost Analysis System (ECAS), Remedial Action Cost Engineering &amp; Requirements (RACER) and Tri-Service Automated Cost Engineering Systems (TRACES).</li> </ul>

Category	Minimum Qualifications	Description of Primary Responsibilities
<p>Project Controls Analyst I</p>	<p>Required:</p> <ul style="list-style-type: none"> <li>• At least five (5) years of relevant experience.</li> <li>• Relevant experience is defined as work experience in Project Controls developing and implementing an Earned Value Management System, experience with EVMS standards and tools, monitoring and evaluating contractor/subcontractor performance, performing monthly EVMS analysis, and preparing required client reports.</li> <li>• Proficiency with Primavera Scheduling Software.</li> <li>• Proficiency with cost processors.</li> <li>• Familiarity with risk software such as Crystal Ball.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in a related field.</li> <li>• DOE environmental cleanup experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides assistance to OREM personnel to maintain the Federal Baseline, validate Site Operating Contractors’ Baselines, and control and make revisions to these Baselines.</li> <li>• Analyzes monthly EVMS, milestone, and performance metrics data from Site Operating Contractors for reporting to local PFPDs and EM Headquarters systems.</li> <li>• Maintains currency of project reporting systems both locally and at EM Headquarters.</li> <li>• Develops and maintains project documents such as Project Execution Plans, Integrated Project Team Charters, Tailoring Strategies, and others as requested.</li> <li>• Performs formal surveillances per DOE Order 413.3B and EIA-748 as planned.</li> <li>• Supports OREM with any external reviews for Capital Asset Projects. This includes reviewing the federal baseline schedule and other support documents to ensure integration (e.g., Project Execution Plan, IPT Charter, Risk Management Plan).</li> <li>• Supports OREM with any HQ IPR Reviews of Operations Activities. This includes reviewing the contractor’s baseline schedule and other support documents to ensure integration (e.g., Project Management Plan, Project Execution Plan, Basis of Estimate and WBS Dictionary, Staffing Analysis, and Risk Management Plan).</li> <li>• Models impacts to the life cycle cost and schedule baseline.</li> <li>• Assists with development of the OREM Fiscal Year Work Plans and track performance for operating activities.</li> <li>• Develops required documents and presentations to support Environmental Liabilities, OIG/GAO, and other external reviews.</li> </ul>

Category	Minimum Qualifications	Description of Primary Responsibilities
Project Controls Analyst II	<p>Required:</p> <ul style="list-style-type: none"> <li>• At least ten (10) years of relevant experience, of which at least five (5) years must be on federally-funded projects.</li> <li>• Relevant experience is defined as work experience in Project Controls developing and implementing an Earned Value Management System, experience with EVMS standards and tools, monitoring and evaluating contractor/subcontractor performance, performing monthly EVMS analysis, and preparing required client reports.</li> <li>• Proficiency with Primavera Scheduling Software.</li> <li>• Proficiency with cost processors.</li> <li>• Familiarity with risk software such as Crystal Ball.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in a related field.</li> <li>• DOE environmental cleanup experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides assistance to OREM personnel to maintain the Federal Baseline, validate Site Operating Contractors' Baselines, and control and make revisions to these Baselines.</li> <li>• Analyzes monthly EVMS, milestone, and performance metrics data from Site Operating Contractors for reporting to local PFPDs and EM Headquarters systems.</li> <li>• Maintains currency of project reporting systems both locally and at EM Headquarters.</li> <li>• Develops and maintains project documents such as Project Execution Plans, Integrated Project Team Charters, Tailoring Strategies, and others as requested.</li> <li>• Performs formal surveillances per DOE Order 413.3B and EIA-748 as planned for the contractor baselines.</li> <li>• Supports OREM with any external reviews for Capital Asset Projects. This includes reviewing the federal baseline schedule and other support documents to ensure integration (e.g., Project Execution Plan, IPT Charter, Risk Management Plan).</li> <li>• Supports OREM with any HQ IPR Reviews of Operations Activities. This includes reviewing the contractor's baseline schedule and other support documents to ensure integration (e.g., Project Management Plan, Project Execution Plan, Basis of Estimate and WBS Dictionary, Staffing Analysis, and Risk Management Plan).</li> <li>• Models impacts to the life cycle cost and schedule baseline.</li> <li>• Assists with development of the OREM Fiscal Year Work Plans and track performance for operating activities.</li> <li>• Develops required documents and presentations to support Environmental Liabilities, OIG/GAO, and other external reviews.</li> <li>• Provides direct assistance to clients as members of a team.</li> <li>• Performs peer reviews of the technical work products of employees at lower grades.</li> </ul>

Category	Minimum Qualifications	Description of Primary Responsibilities
<p>Project Controls Analyst III</p>	<p>Required:</p> <ul style="list-style-type: none"> <li>• Relevant and expert experience, of which at least five (5) years must be on federally-funded projects.</li> <li>• Relevant experience is defined as work experience in Project Controls developing and implementing an Earned Value Management System, experience with EVMS standards and tools, monitoring and evaluating contractor/subcontractor performance, performing monthly EVMS analysis, and preparing required client reports.</li> <li>• Expert experience is defined as Project Controls work experience performed accurately and independently with subject matter expertise and without technical supervision. Such experience has been sustained over a significant period of time and is typically achieved after at least 15-20 years of Project Controls experience.</li> <li>• Proficiency with Primavera Scheduling Software.</li> <li>• Proficiency with cost processors.</li> <li>• Familiarity with risk software such as Crystal Ball.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in a related field.</li> <li>• DOE environmental cleanup experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides expert assistance to OREM personnel to maintain the Federal Baseline, validate Site Operating Contractors’ Baselines, and control and make revisions to these Baselines.</li> <li>• Provides expert analysis of monthly EVMS, milestone, and performance metrics data from Site Operating Contractors for reporting to local PFPDs and EM Headquarters systems.</li> <li>• Maintains currency of project reporting systems both locally and at EM Headquarters.</li> <li>• Develops, maintains, and recommends improvements to project documents such as Project Execution Plans, Integrated Project Team Charters, Tailoring Strategies, and others as requested.</li> <li>• Independently performs or leads teams for formal surveillances per DOE Order 413.3B and EIA-748 as planned for the contractor baselines.</li> <li>• Primary support to OREM for any external reviews for Capital Asset Projects. This includes reviewing the federal baseline schedule and other support documents to ensure integration (e.g., Project Execution Plan, IPT Charter, Risk Management Plan).</li> <li>• Primary support to OREM for any HQ IPR Reviews of Operations Activities. This includes reviewing the contractor’s baseline schedule and other support documents to ensure integration (e.g., Project Management Plan, Project Execution Plan, Basis of Estimate and WBS Dictionary, Staffing Analysis, and Risk Management Plan).</li> <li>• Models impacts to the life cycle cost and schedule baseline.</li> <li>• Assists with development of the OREM Fiscal Year Work Plans and track performance for operating activities.</li> <li>• Develops required documents and presentations to support Environmental Liabilities, OIG/GAO, and other external reviews.</li> <li>• Provides direct assistance to clients within the context of project assignments and expertise.</li> <li>• Serves as mentor and performs peer reviews of technical work products of employees at lower grades.</li> </ul>

Category	Minimum Qualifications	Description of Primary Responsibilities
Project Manager	<p>Required:</p> <ul style="list-style-type: none"> <li>• Significant relevant experience in Project Management on federally-funded environmental cleanup projects. Significant experience is typically achieved after at least fifteen (15) years of progressively responsible experience, typically including at least five (5) years of experience in the position of Project Manager (or equivalent).</li> <li>• Relevant experience is defined as experience with implementing an Earned Value Management System, as well as monitoring and evaluating contractor/subcontractor performance.</li> <li>• Scope, time, quality, resource, risk and cost management skills.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in a related field.</li> <li>• DOE environmental cleanup experience.</li> <li>• Relevant professional certifications (e.g., Project Management Professional).</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for project management activities for all assigned projects.</li> <li>• Provides a consolidated monthly report on the cost and schedule performance of the projects.</li> <li>• Analyzes monthly EVMS, milestone, and performance metrics data from Site Operating Contractors for reporting.</li> <li>• Accountable for planning, implementing, and completing a project using a systems engineering approach.</li> <li>• Ensures timely, reliable, and accurate integration of contractor performance data into the project’s scheduling, accounting, and performance measurement systems</li> <li>• Develops and maintains project documents such as Project Execution Plans, Integrated Project Team Charters, Tailoring Strategies, and others as requested.</li> <li>• Defines project objectives and technical scope, schedule, and cost baselines.</li> <li>• Develops communication strategy with stakeholders and establish communication plan.</li> <li>• Evaluates type, quantity and quality of resources required</li> <li>• Effectively utilizes each team member to his/her fullest potential.</li> <li>• Keeps track of lessons learned and shares those lessons with team members.</li> <li>• Supports the Portfolio Federal Project Director as the point of contact between Federal and contractor staff for all matters relating to a project and its performance</li> <li>• Ensures design; construction; environmental, safety, health; and quality efforts performed by various contractors comply with the contract, public law, regulations, and Executive Orders</li> <li>• Supports reviews of Operations Activities. This includes reviewing the contractor’s baseline schedule and other support documents to ensure integration (e.g., Project Management Plan, Project Execution Plan, Basis of Estimate and WBS Dictionary, Staffing Analysis, and Risk Management Plan).</li> <li>• Evaluates and verify reported progress; and make projections of progress and identifies trends.</li> <li>• Clarifies completion criteria for each deliverable and develop acceptance plan.</li> </ul>

Category	Minimum Qualifications	Description of Primary Responsibilities
Risk Analyst I	<p>Required:</p> <ul style="list-style-type: none"> <li>• At least three (3) years of experience in Risk Analysis including identification and quantification of risk.</li> <li>• At least one (1) year of Risk Analysis experience in the environmental cleanup or construction industry.</li> <li>• Proficiency with Crystal Ball Software.</li> <li>• Proficiency with Primavera Scheduling and Risk Analysis Software.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in a related field.</li> <li>• DOE environmental cleanup experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Assists with development and/or maintenance of an automated repository for OREM project risk data including risk statement and risk modeling data.</li> <li>• Assists with development of documents including but not limited to individual risk forms, risk registers, risk modeling reports, risk analysis reports, and risk program management reports.</li> <li>• Assists with coordination of project team risk identification meetings to identify and quantify potential risks.</li> <li>• Assists with modelling of project risks in accordance with DOE and OREM policy.</li> <li>• Assists with performance of formal surveillances for the site operating contractor risk management programs for compliance with DOE and OREM policy.</li> <li>• Assists with support to OREM with any external reviews for Capital Asset Projects with regard to risk management.</li> <li>• Assists with support to OREM with any HQ IPR Reviews of Operations Activities with regard to risk management.</li> </ul>

Category	Minimum Qualifications	Description of Primary Responsibilities
Risk Analyst II	<p>Required:</p> <ul style="list-style-type: none"> <li>• At least ten (10) years of experience in Risk Analysis including identification and quantification of risk.</li> <li>• At least five (5) years of Risk Analysis experience in the environmental cleanup or construction industry.</li> <li>• Proficiency with Crystal Ball Software.</li> <li>• Proficiency with Primavera Scheduling and Risk Analysis Software.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in a related field.</li> <li>• DOE environmental cleanup experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Serves as the primary interface to the OREM Risk Management Coordinator.</li> <li>• Develops and/or maintains an automated repository for OREM project risk data including risk statement and risk modeling data.</li> <li>• Develops and provides documents including but not limited to individual risk forms, risk registers, risk modeling reports, risk analysis reports, and risk program management reports.</li> <li>• Coordinates project team risk identification meetings to identify and quantify potential risks.</li> <li>• Models project risks in accordance with DOE and OREM policy.</li> <li>• Performs formal surveillances for the site operating contractor risk management programs for compliance with DOE and OREM policy.</li> <li>• Supports OREM with any external reviews for Capital Asset Projects with regard to risk management.</li> <li>• Supports OREM with any HQ IPR Reviews of Operations Activities with regard to risk management.</li> <li>• Provides direct assistance to clients within the context of project assignments and expertise.</li> <li>• Serves as mentor and performs peer reviews of technical work products of employees at lower grades.</li> </ul>
Technical Writer/Editor	<p>Required:</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in English, a technical discipline, or a related field.</li> <li>• At least five (5) years of experience writing and editing technical documents.</li> <li>• Proven writing and editing skills.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• DOE environmental cleanup experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepares and edits complex technical documents, reports, studies, etc., in accordance with applicable style manuals.</li> <li>• Independently resolves issues of format and style.</li> <li>• Brings issues regarding content to the attention of the author for consideration.</li> <li>• Coordinates and tracks the review process.</li> <li>• Incorporates review comments into documents.</li> <li>• Prepares final documents for approval and release.</li> </ul>