

Low-Scored Site Initiative

Labor Categories

This table contains the Occupational Groups, Occupational Titles, Position Definitions, Minimum Qualification and Typical Job Duties that were used in the 1997 Environmental Services Occupational Wage Survey and Report as performed by the Department of Labor and Employment Security, Bureau of Labor Market Information. Personnel that are to be billed according to a specified Occupational Group must meet the minimum qualifications for that group, regardless of occupational title. Personnel that do not meet the minimum qualifications for a specified occupational group cannot be billed in that group, regardless of job title. The contractor is responsible for ensuring that their personnel are billed appropriately. Site Managers should not request documentation to support the contractor's claims. The verification of qualifications will be an audit component and misrepresentation of qualifications or occupational group will be considered cause for cost recovery. For a complete copy of the survey and report, please contact the Florida Department of Environmental Protection, Petroleum Cleanup Section 2 at (850) 245-8839.

DLES Occupational Groups	Occupational (Job) Titles	Position Definition	Minimum Qualifications	Typical Job Duties
Upper Level Management	Principal	A partner, officer, or senior executive of an organization whose duties and responsibilities are too diverse and general in nature to be classified.	<ol style="list-style-type: none"> 1. A bachelor’s degree from an accredited college or university. 2. Ten years of professional experience, five of which must be in their area of expertise. A postgraduate degree may substitute for two years of experience. 	<ol style="list-style-type: none"> 1. Negotiate and approve contracts and agreements on behalf of the organization. 2. Formulate and approve organizational policies and financial decisions on the behalf of the organization. 3. Control and coordinate organizational staffing, including hiring, transferring, and firing of personnel on behalf of the organization. 4. Perform a very limited amount (less than 10% of monthly time) of lower level management responsibilities.
Middle Level Management	Project Manager	A manager who plans, coordinates, and directs, usually through subordinate supervisory personnel, all the construction activities and matters of an organization or organization unit.	<ol style="list-style-type: none"> 1. A bachelor’s degree from an accredited college or university. 2. Eight years of professional experience, five of which must be in their area of expertise. A postgraduate degree may substitute for two years of experience. 	<ol style="list-style-type: none"> 1. Oversee many or all of the projects and/ or scope of work of an organizational unit. 2. Prepare and approve project budgets, schedules, and financial obligations of an organization or organizational unit. 3. Approve vendor and subcontractor invoices for payment and the use of company equipment and personnel for project objectives. 4. Perform a limited amount (less than 20% of monthly time) of upper level professional and/ or upper level professional .job responsibilities.

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<p>Lower Level Management</p>	<p>Chief Geologist/Engineer/Scientist</p>	<p>One who plans, coordinates, and directs, usually through subordinate supervisory personnel, all of the engineering \ geological and hydrogeological \ science related activities and matters of an organization or organizational unit.</p>	<ol style="list-style-type: none"> 1. A bachelor's degree from an accredited college or university. 2. Five years of professional experience, three of which must be in their area of expertise. A postgraduate degree may substitute for two years of experience. 	<ol style="list-style-type: none"> 1. Oversee many or all of the projects and/ or scope of work of an organizational unit. 2. Prepare and approve project budgets, schedules, and financial obligations of an organization or organizational unit. 3. Approve vendor and subcontractor invoices for payment and the use of company equipment and personnel for project objectives. 4. Perform a limited amount (less than 10% of monthly time) of middle level professional job responsibilities.
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Upper Level Professional	Principal Engineer/Geologist/Scientist	One who because of qualifications, experience, and testing is licensed by the State of Florida to represent themselves as an expert in this profession.	<ol style="list-style-type: none"> 1. A bachelor’s degree in the field of science or engineering from an accredited college or university. 2. Eight years of professional experience, five of which must be in their area of expertise. A postgraduate degree may substitute for two years of experience. 	<ol style="list-style-type: none"> 1. Serve as project scientific or engineering leader. 2. Assign, supervise and/ or oversee the work activities of other organizational personnel and /or subcontracts and vendors. 3. Review and approve scientific or engineering reports, documents, maps, plans, and/or drawings before submittal to the client and regulatory agencies. 4. Perform a limited amount (less than 20% of monthly time) of middle and lower level management and / or middle and lower level professional job responsibilities.
Upper Level Professional	Senior Engineer/Geologist/Scientist	One who performs a variety of engineering work in overseeing the design, construction and installation of structures, mechanical equipment, electrical equipment or chemical plants and systems.	<ol style="list-style-type: none"> 1. A bachelor’s degree in the field of science or engineering from an accredited college or university. 2. Eight years of professional experience, five of which must be in their area of expertise. A postgraduate degree may substitute for two years of experience. 	<ol style="list-style-type: none"> 1. Serve as project scientific or engineering leader. 2. Assign, supervise and/ or oversee the work activities of other organizational personnel and /or subcontracts and vendors. 3. Review and approve scientific or engineering reports, documents, maps, plans, and/or drawings before submittal to the client and regulatory agencies. 4. Perform a limited amount (less than 20% of monthly time) of middle and lower level management and / or middle and lower level professional job responsibilities.
Middle Level Professional	Associate Engineer/Geologist/Scientist	One who performs a variety of engineering work in planning, designing, manufacturing, and installing of equipment and systems or one who performs geological related activities, associated with an area of geological expertise.	<ol style="list-style-type: none"> 1. A bachelor’s degree in the field of science or engineering from an accredited college or university. 2. Five years of professional experience, three of which must be in their area of expertise. A postgraduate degree may substitute for two years of experience. 	<ol style="list-style-type: none"> 1. Supervise and/or oversee technical and/or skilled labor personnel. 2. Tabulate and/or review field data, testing results, or other technical information for review and use by upper level professional personnel. 3. Prepare scientific or engineering reports, documents, maps, plans, and/or drawings for review and use by upper level personnel 4. Perform a limited amount (less than 20% of monthly time) of upper level professional and/or upper level technical responsibilities.

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Lower Level Professional	Staff or Field Engineer/Geologist/Scientist	One who performs a variety of engineering \ geological related activities associated with their area of expertise, and whose responsibilities are usually assigned by an middle level professional.	<ol style="list-style-type: none"> 1. A bachelor’s degree in the field of science or engineering from an accredited college or university. 2. Up to three years of professional experience which must be in their area of expertise. A postgraduate degree may substitute for two years of experience. 	<ol style="list-style-type: none"> 1. Tabulate and/or review field data, testing results, or other technical information for review and use by upper level professional personnel. 2. Prepare scientific or engineering reports, documents, maps, plans, and/or drawings for review and use by upper \ middle level personnel.
Upper Level Technical	Foreman	An individual who supervises, oversees, and coordinates the activities of other nonprofessional staff concerned with the completion of construction projects.	<ol style="list-style-type: none"> 1. An associate degree from an accredited college or university. 2. Five years of technical experience which must be in their area of expertise. Completion of a two year college level course of study may substitute for one year of experience. 	<ol style="list-style-type: none"> 1. Supervise middle technical , upper and /or middle and / or lower labor personnel as assigned by professional level personnel. 2. Review and/or oversee the collection, recording, and/or tabulating of field data for use by professional level personnel. 3. Review and/or oversee the preparing of technical documents, maps, plans and/or drawings for use by professional level personnel. 4. Perform a limited amount (less than 20% of monthly time) of middle level technical job responsibilities.
Upper Level Technical	Technician Supervisor	A technician who supervises, oversees, and coordinates the activities of other nonprofessional staff concerned with the completion of projects.	<ol style="list-style-type: none"> 1. An associate degree from an accredited college or university. 2. Five years of technical experience which must be in their area of expertise. Completion of a two year college level course of study may substitute for one year of experience. 	<ol style="list-style-type: none"> 1. Supervise middle technical , upper and /or middle and / or lower labor personnel as assigned by professional level personnel. 2. Review and/or oversee the collection, recording, and/or tabulating of field data for use by professional level personnel. 3. Review and/or oversee the preparing of technical documents, maps, plans and/or drawings for use by professional level personnel. 4. Perform a limited amount (less than 20% of monthly time) of middle level technical job responsibilities.

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Upper Level Technical	Senior Technician	A technician who oversees and conducts various scientific tests and field investigations to obtain data and information for use and analysis by other project personnel.	<ol style="list-style-type: none"> 1. An associate degree from an accredited college or university. 2. Five years of technical experience which must be in their area of expertise. Completion of a two year college level course of study may substitute for one year of experience. 	<ol style="list-style-type: none"> 1. Supervise middle technical , upper and /or middle and / or lower labor personnel as assigned by professional level personnel. 2. Review and/or oversee the collection, recording, and/or tabulating of field data for use by professional level personnel. 3. Review and/or oversee the preparing of technical documents, maps, plans and/or drawings for use by professional level personnel. 4. Perform a limited amount (less than 20% of monthly time) of middle level technical job responsibilities.
Middle Level Technical	Technician II	A technician who performs routine labor tasks related to on-site installations, maintenance and repair of machinery and equipment.	<ol style="list-style-type: none"> 1. A high school diploma . 2. More than three years of experience in their area of expertise. Completion of a two- year college level course of study may substitute for one year of experience. 	<ol style="list-style-type: none"> 1. Supervise lower technical , upper and /or middle and / or lower labor personnel as assigned by professional level personnel. 2. Review and/or oversee the collection, recording, and/or tabulating of field data for use by professional level personnel. 3. Review and/or oversee the preparing of technical documents, maps, plans and/or drawings for use by professional level personnel. 4. Perform a limited amount (less than 20% of monthly time) of lower level technical job responsibilities.
Middle Level Technical	Engineer/Geologist/Scientist Technician	A technician who conducts tests and field investigations to obtain engineering \geological \scientific data for use by other project personnel.	<ol style="list-style-type: none"> 1. A high school diploma . 2. More than three years of experience in their area of expertise. Completion of a two- year college level course of study may substitute for one year of experience. 	<ol style="list-style-type: none"> 1. Supervise lower technical , upper and /or middle and / or lower labor personnel as assigned by professional level personnel. 2. Review and/or oversee the collection, recording, and/or tabulating of field data for use by professional level personnel. 3. Review and/or oversee the preparing of technical documents, maps, plans and/or drawings for use by professional level personnel. 4. Perform a limited amount (less than 20% of monthly time) of lower level technical job responsibilities.

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Middle Level Technical	Drafts Person II	A technician who prepares working plans and detailed drawings from sketches and notes for engineering or scientific purposes. Includes both manual and computer assisted drafting.	<ol style="list-style-type: none"> 1. A high school diploma . 2. More than three years of experience in their area of expertise. Completion of a two- year college level course of study may substitute for one year of experience. 	<ol style="list-style-type: none"> 1. Supervise lower technical , upper and /or middle and / or lower labor personnel as assigned by professional level personnel. 2. Review and/or oversee the collection, recording, and/or tabulating of field data for use by professional level personnel. 3. Review and/or oversee the preparing of technical documents, maps, plans and/or drawings for use by professional level personnel. 4. Perform a limited amount (less than 20% of monthly time) of lower level technical job responsibilities.
Lower Level Technical	Technician I	A technician who assists in routine labor tasks related to on-site installations, maintenance and repair of machinery and equipment. Entry level position, under close supervision.	<ol style="list-style-type: none"> 1. A high school diploma. 2. Up to three years of experience in their area of expertise. Completion of a two-year level course of study may substitute for one year of experience. 	<ol style="list-style-type: none"> 1. Assist and work under the direct supervision of middle level technical and / or professional level personnel. 2. Collect, record, and/or tabulate field data for review and use by upper /middle level technical and/ or professional level personnel. 3. Prepare technical documents, maps, plans, and/or drawings for use by upper / middle level technical and/or professional level personnel.
Lower Level Technical	Drafts Person I	A technician who performs entry to mid-level drafting, such as minor edits to existing working plans and drawings, for engineering or scientific purposes. Includes both manual and computer assisted drafting.	<ol style="list-style-type: none"> 1. A high school diploma. 2. Up to three years of experience in their area of expertise. Completion of a two-year level course of study may substitute for one year of experience. 	<ol style="list-style-type: none"> 1. Assist and work under the direct supervision of middle level technical and / or professional level personnel. 2. Collect, record, and/or tabulate field data for review and use by upper /middle level technical and/ or professional level personnel. 3. Prepare technical documents, maps, plans, and/or drawings for use by upper / middle level technical and/or professional level personnel.

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Upper Level Secretarial / Clerical	Clerical Supervisor	A clerical worker who supervises, oversees, and coordinates the activities of secretarial and clerical support workers.	<ol style="list-style-type: none"> 1. A high school diploma. 2. More than five years of work related experience. Completion of a two year college level course of study may substitute for one year of experience. 	<ol style="list-style-type: none"> 1. Supervise and / or oversee other secretarial and / or clerical personnel. 2. Assist or work under the direct supervision of management, professional, and / or upper level technical personnel. 3. Prepare reports, documents, invoices, and / or other information as requested for review and approval by management, professional, and / or upper level technical personnel. 4. Perform a limited amount (less than 20% of monthly time) of middle level secretarial and clerical job responsibilities.
Upper Level Secretarial / Clerical	Administrative Assistant	A clerical worker who assists managers and upper level professionals in coordination of personnel, budget preparation, and records maintenance.	<ol style="list-style-type: none"> 1. A high school diploma. 2. More than five years of work related experience. Completion of a two year college level course of study may substitute for one year of experience. 	<ol style="list-style-type: none"> 1. Supervise and / or oversee other secretarial and / or clerical personnel. 2. Assist or work under the direct supervision of management, professional, and / or upper level technical personnel. 3. Prepare reports, documents, invoices, and / or other information as requested for review and approval by management, professional, and / or upper level technical personnel. 4. Perform a limited amount (less than 20% of monthly time) of middle level secretarial and clerical job responsibilities.
Middle Level Secretarial / Clerical	Secretary	A clerical worker who schedules appointments and travel, handles minor administrative duties, types routine correspondence, and performs other related duties.	<ol style="list-style-type: none"> 1. A high school diploma. 2. More than three years of work related experience. Completion of a two year college level course of study may substitute for one year of experience. 	<ol style="list-style-type: none"> 1. May assist or work under the direct supervision of management, professional, upper level technical and / or upper level secretarial personnel. 2. May prepare reports, documents, invoices, and / or other information as requested for review and approval by management, professional, and / or upper level technical personnel and / or upper level secretarial personnel. 3. May perform a limited amount (less than 20% of monthly time) of lower level secretarial and clerical job responsibilities. 4. May operate office and / or data processing equipment.

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Middle Level Secretarial / Clerical	Typist (Word Processor)	A clerical worker who types or word processes letters, reports, forms, or other straight copy material from rough drafts, corrected copies, or voice recordings.	<ol style="list-style-type: none"> 1. A high school diploma. 2. More than three years of work related experience. Completion of a two year college level course of study may substitute for one year of experience. 	<ol style="list-style-type: none"> 1. May assist or work under the direct supervision of management, professional, upper level technical and / or upper level secretarial personnel. 2. May prepare reports, documents, invoices, and / or other information as requested for review and approval by management, professional, and / or upper level technical personnel and / or upper level secretarial personnel. 3. May perform a limited amount (less than 20% of monthly time) of lower level secretarial and clerical job responsibilities. 4. May operate office and / or data processing equipment.
Lower Level Secretarial / Clerical	General Office Clerk	A clerical worker who performs various and diverse office clerical functions to general to be classified.	<ol style="list-style-type: none"> 1. A high school diploma. 2. Up to three years of work related experience. Completion of a two-year college level course of study may substitute for one year of experience. 	<ol style="list-style-type: none"> 1. May operate office and / or data processing equipment. 2. May maintain project files, documents, and / or correspondence. 3. May assist or work under the direct supervision of management, professional, upper level technical , upper level secretarial and / or upper level professional.
Upper Level Labor	Operator III	A tradesman who operates heavy construction equipment to excavate, move, or grade earth, erect structural or reinforcing steel, pour concrete, or lay asphalt pavement.	<ol style="list-style-type: none"> 1. A high school diploma and / or licensed by the State of Florida in a skilled trade. 2. More than five years of experience in their trade or area of expertise. Completion of a two year college level or apprenticeship course of study may substitute for one year of experience. 	<ol style="list-style-type: none"> 1. Install, repair, and / or test field equipment, machinery, or materials. 2. Supervise and / or oversee middle lower level labor personnel. 3. Implement plans and / or drawings that have been approved by professional personnel. 4. Perform a limited amount (less than 20% of monthly time) of middle level job responsibilities.
Upper Level Labor	Electrician	A tradesman who installs, maintains, and repairs electrical wiring, equipment, and fixtures. Ensures work is completed according to relevant codes.	<ol style="list-style-type: none"> 1. A high school diploma and / or licensed by the State of Florida in a skilled trade. 2. More than five years of experience in their trade or area of expertise. Completion of a two year college level or apprenticeship course of study may substitute for one year of experience. 	<ol style="list-style-type: none"> 1. Install, repair, and / or test field equipment, machinery, or materials. 2. Supervise and / or oversee middle lower level labor personnel. 3. Implement plans and / or drawings that have been approved by professional personnel. 4. Perform a limited amount (less than 20% of monthly time) of middle level job responsibilities.

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Middle Level Labor	Operator II	A tradesman who operates light to heavy weight construction equipment such as front loaders and backhoes to excavate, move, or load earth, gravel, or similar materials.	<ol style="list-style-type: none"> 1. A high school diploma. 2. More than three years of experience in their trade or area of expertise. Completion of a two-year college level or apprenticeship course of study may substitute for one year of experience. 	<ol style="list-style-type: none"> 1. Install, repair, and / or test field equipment, machinery, or materials. 2. Assist and / or work under the direct supervision of upper level labor personnel. 3. Perform a limited amount (less than 20% of monthly time) of lower level job responsibilities. 4. Supervise and / or oversee lower level labor personnel.
Middle Level Labor	Laborer III	A worker who performs manual labor and /or may install, repair, and/or test field equipment , machinery, or materials.	<ol style="list-style-type: none"> 1. A high school diploma. 2. More than three years of experience in their trade or area of expertise. Completion of a two-year college level or apprenticeship course of study may substitute for one year of experience. 	<ol style="list-style-type: none"> 1. Install, repair, and / or test field equipment, machinery, or materials. 2. Assist and / or work under the direct supervision of upper level labor personnel. 3. Perform a limited amount (less than 20% of monthly time) of lower level job responsibilities. 4. Supervise and / or oversee lower level labor personnel.
Lower Level Labor	Operator I	A tradesman who operates light weight construction equipment such as front loaders and backhoes to excavate, move, or load earth, gravel, or similar materials.	<ol style="list-style-type: none"> 1. No minimum education requirement. 2. Related work experience as required by employer. 	<ol style="list-style-type: none"> 1. Assist and / or work under the direct supervision of upper level labor personnel. 2. Perform manual field labor, heavy lifting, and / or clean-up work. 3. Operate hand tools, machinery and / or light equipment and / or light vehicles.
Lower Level Labor	Laborer II	A worker who performs manual labor and may operate hand tools, machinery and / or light equipment and / or light vehicles.	<ol style="list-style-type: none"> 1. No minimum education requirement. 2. Related work experience as required by employer. 	<ol style="list-style-type: none"> 1. Assist and / or work under the direct supervision of upper level labor personnel. 2. Perform manual field labor, heavy lifting, and / or clean-up work. 3. Operate hand tools, machinery and / or light equipment and / or light vehicles.
Lower Level Labor	Laborer I	A worker who moves or carries materials or goods manually. Performs a variety of tasks involving the manual movement of objects, tools, or goods.	<ol style="list-style-type: none"> 1. No minimum education requirement. 2. Related work experience as required by employer. 	<ol style="list-style-type: none"> 1. Assist and / or work under the direct supervision of upper level labor personnel. 2. Perform manual field labor, heavy lifting, and / or clean-up work. 3. Operate hand tools, machinery and / or light equipment and / or light vehicles.