

**GENERAL SUBCONTRACTORS ADMINISTRATION  
STATEMENT OF WORK  
Requisition #291027:  
Title: Project Support Staff Augmentation Support  
Revision Number: 1  
Date: November 16, 2016  
Prior SOW or Revision Date: October 05, 2016**

**1.0 Objective:**

This work is to provide administrative functions or program support services on site. The individual performing the work is subject to controls, processes and procedures established by Washington River Protection Solutions (WRPS).

The objective of this subcontract is to provide project support services to supplement WRPS staff through peak workloads.

**2.0 Background/Introduction:**

This work provides administrative or program support functions only. No hands-on field work activities will be performed.

WRPS operates and manages the 200 Area Tank Farm facilities for the United States Department of Energy-Office of River Protection (ORP). From time to time, WRPS subcontracts for project support personnel to support and to assist existing WRPS operations and project activities.

**Job Classifications:**

- Project Management
  - Project Manager
  - Senior Project Manager
- Project Specialist
  - Entry Project Specialist
  - Project Specialist
  - Senior Project Specialist
- Operations Specialist (OS) / Operations Engineer (OE)
  - Entry Level Operations Specialist / OE
  - Operations Specialist / OE
  - Senior Operations Specialist / OE
- Integration Manager
  - Entry-Level Integration Manager
  - Integration Manager
  - Senior Integration Manager
- Work Control Planner
  - Entry Level Work Control Planner
  - Work Control Planner
  - Senior Work Control Planner
- Project Controls
  - Project Controls Engineer I
  - Project Controls Engineer II
  - Senior Project Controls Engineer
- Cost Estimator
  - Cost Estimator
  - Senior Level Cost Estimator
- Human Resource Specialist
  - Entry Level Human Resource Specialist
  - Human Resource Specialist

- Senior Human Resource Specialist
- Health Physicist (HP)
  - Entry Level Health Physicist
  - Health Physicist
  - Senior Health Physicist
- Radiological Work Planner
  - Entry- Radiological Work Planner
  - Radiological Work Planner
  - Senior Radiological Work Planner
- Industrial Hygienist (IH)
  - Entry Level Industrial Hygienist
  - Industrial Hygienist
  - Senior Industrial Hygienist

### 3.0 **Scope:**

The Subcontractor shall provide resumes of candidates who will be employed by the subcontractor and will conclusively meet the technical requirements of the job classifications listed in Exhibit A. Requests for resumes will be submitted by the Procurement Specialist for resumes on an as needed basis for planned and emerging work in support of various project and functional activities for WRPS. Subcontractor personnel will work in WRPS facilities, using WRPS procedures, using WRPS equipment, and be directed daily by WRPS staff.

Experience level/qualifications of the various Sub-Job Classifications are contained in Exhibit A, Project Support Services Labor Categories.

As part of this Subcontract, the Subcontractor shall identify and provide a single point of contact to perform on-site coordination activities of subcontractor activities. Any charges for the *Subcontractor Site Coordinator* shall be borne by the Subcontractor and not billed directly to WRPS under the Subcontract. The *Subcontractor Site Coordinator* shall be responsible for all issues directly related to the acquisition, control, and administration of the staffing including when requested by the procurement specialist:

- a. Providing compliant resumes for available staffing candidates. Compliant resumes will contain a statement on how this candidate meets the requirements of the classification, the candidates work history, employer, employer contact information, duties performed by the candidate, education, and specialized relevant training.
- b. Coordinate interviews as requested by the Procurement Specialist.
- c. Provide coordination with WRPS to schedule Subcontractor staff for initial testing, badging, training, etc.
- d. Providing work schedules and assignment locations to Subcontractor staff,
- e. Providing appropriate Subcontractor personnel qualification records to WRPS;
- f. Coordination of any Subcontractor employee-related matters as required for Subcontractor personnel (e.g. medical testing, dismissal/release, security screening / background checks, etc);

### 4.0 **Submittals:**

No submittals are expected as part of this scope.

### 5.0 **Acceptance Criteria:**

Work products and services provided must meet established applicable WRPS procedures for control and review of work products.

Subcontractor personnel provided under this subcontract shall possess the qualifications, certifications and any other attributes required to complete assigned work.

## **6.0 Configuration Management and Standards**

### **6.1 Configuration Management Requirements:**

There are no specific Configuration Management requirements applicable to this SOW.

## **7.0 ESH&Q Requirements**

### **7.1 Quality Assurance Requirements:**

The Subcontractor shall follow standard commercial quality practices. Subcontractor personnel assigned under this Subcontract shall perform work in accordance with WRPS's Quality Assurance Program and procedures.

### **7.2 Special ESH&Q Requirements:**

Preliminary hazard assessment PHA ID: 32 is to be used for general office duties performed in TOC-controlled office facilities and/or observations/walkthroughs in tank farm non-radiological and controlled radiological areas, including soil contamination areas and buffer areas, requiring a General (Not Specific) Radiological Work Permit (RWP) only. Only observation activities are allowed (no hands-on work activities may be performed). Ladder/scaffolding access is not allowed. Prior to performing any other activities, a Job Hazard Analysis (JHA) must be completed to cover the activities to be performed. The JHA must be approved by a TOC Safety Representative.

### **7.3 Price-Anderson Amendments Act Requirements:**

This 7.3 section and the General Provisions Article 2.11 entitled, Price-Anderson Amendments Act (PAAA), are both determined to be not applicable.

## **8.0 Verification/Hold Points:**

There are no verification / hold points identified for this work.

## **9.0 Reserved**

## **10.0 Work Location/Potential Access Requirements:**

WRPS will designate the work location and work schedule at the time a subcontract release is issued. It is expected that Subcontractor personnel will be primarily be located in an office in the 200 Areas or other locations in support of WRPS work (i.e., 2425 Stevens Center, HAMMER, Cold Test Facility, 600 Area, 222-S Laboratory, etc.)

Work schedules and facility operations are not consistent on the Hanford Site. Typical work schedules are a standard 4x10 work week. However, WRPS may require Subcontractor personnel to work alternate work schedules including shift work other than a standard 8x9 or 4x10 work week. WRPS will not be subject to any additional costs which result from Subcontractor's assignment to an alternate work schedule. Additionally, the Subcontractor should take into consideration WRPS's work-week schedules and the manner in which the Subcontractor's time keeping/compensation system may be impacted by working an imbalanced work-week (e.g. in an 8x9 schedule the first work week of the two-week period is 44 hours and the second week is 36 hours).

Subcontractor shall only charge for hours where Subcontractor employee performed productive work for WRPS. During times of inclement weather and other conditions as may be determined by WRPS, Subcontractor employees may be required to work a reduced work-day. The announcements will be made through local media and site notifications. Reporting and release from work times will be conveyed in those communications. In the event of a reduced work-day, Subcontractor may only charge for the hours worked at the authorized work location.

## **11.0 Training:**

The Subcontractor is expected to provide appropriately trained and qualified staff to perform the type of work specified. This shall include necessary expertise and training including necessary continuing training programs to assure Subcontractor personnel maintains a current understanding of laws, requirements, and industry standards. WRPS will not provide training to enhance skills. The Subcontractor shall maintain company and regulatory required certifications and qualifications for personnel. Subcontractor personnel required to be on site in support of a subcontract release shall at a minimum, complete Hanford General Employee Training (HGET) and obtain a site badge.

If Hanford Site specific training is required as a prerequisite to the Subcontractor starting work, the Subcontractor shall be responsible for all wages of their employees while attending the prerequisite training. WRPS will schedule and furnish Hanford Site-specific training courses at no additional cost to the Subcontractor.

The Subcontractor shall be responsible for all costs associated with training and/or continuing education for Subcontractor employees that are not Hanford-specific training courses (e.g. commercially available training for certifications, etc.).

#### **12.0 Qualifications:**

At a minimum, the Subcontractor shall have and offer qualified staff to perform the work required. Individual's resume(s) submitted for consideration for performing work under this subcontract will be reviewed. Each resume shall name a previous employer and point of contact. Personnel performing this work shall have the education, training, experience, qualification and certification to perform those tasks assigned (see Attachment 1). Documentation of personnel certification shall be provided upon request. Background checks and work history may be verified by WRPS.

#### **13.0 Special Requirements:**

WRPS supports providing a safe and drug free work place. Special requirements will be outlined at the time of request.

##### **Hanford Site Access**

Performance of onsite work requires the individual to follow access requirements as outlined in HGET. In the event that any questions arise, the individual shall contact the Buyer's Technical Representative (BTR) for direction.

##### **Use of Government Vehicles**

One or more Subcontractor employees will have access to Government-furnished vehicles while performing this statement of work. Prior to driving a Government-furnished vehicles, the Subcontractor employee will provide a valid driver's license to the BTR for verification.

##### **Government Property**

The Subcontractor will not be provided any Government-owned property.

##### **Personal Protective Equipment**

When required by WRPS to perform work duties, WRPS will provide subcontractor personnel with the appropriate Personal Protective Equipment (PPE) such as hard hats and non-prescription safety glasses/goggles.

The Subcontractor shall be responsible for providing any personal-wear items such as prescription safety glasses, inclement weather clothing, and footwear appropriate for work locations(s) (e.g. ankle top leather/steel-toed boots) required for meeting WRPS safety requirements.

##### **Cellular Telephones**

Subcontractor shall provide Subcontractor employees with a cellular telephone. Any charges for cellular telephone use shall be borne by the Subcontractor and not billed directly to WRPS under the Subcontract. Subcontractor shall provide the cell phone number to the Procurement Specialist.

**14.0 Reporting/Administration:**

Individual tasks (releases) will provide details as to the specific service required, where the work is to be performed, and applicable work schedule. If requested by the BTR, the Subcontractor shall provide reports to document tasks completed and any events encountered.

**15.0 Workplace Substance Abuse Program Requirements:**

A Workplace Substance Abuse Program is required for this SOW.

## Exhibit A

### **Project Manager**

Responsible for management, planning and execution of **Project Navigator number** assigned project(s) from initiation through closeout as defined in the contract between WRPS, the client, and the company's policies and procedures. Develop the scope, schedule and budget baselines. Identify and evaluate potential scope changes and implement change management and Earned Value Management System (EVMS) techniques to maintain baselines and report on results. Execute work activities in accordance with quality standards and requirements specified for the project. Identify issues for resolution and determine best course of action to meet project performance incentives. Foster and maintain positive relationships with the client and other key stakeholders by serving as liaison with client representatives to ensure proper and timely involvement throughout the project life-cycle.

- **Project Manager:** Minimum Qualifications: BA/BS in related discipline and 10 to 14 years' relevant experience or a combination (as approved) of education and experience in a project management capacity. In-depth knowledge and experience in the management and execution of various projects to include research and development projects, operations and maintenance projects, large capital line-item projects, and facility design and build projects. Project Management Professional (PMP) certification desired.
- **Senior Project Manager:** Minimum Qualifications: BA/BS in related discipline and 15 or more years' relevant experience or a combination (as approved) of education and experience in a project management capacity. Extensive knowledge and experience in the management and execution of various projects to include research and development projects, operations and maintenance projects, large capital line-item projects, and facility design and build projects. Serves as an expert in defining project objectives, developing full-scale project plans, overseeing quality control throughout the project life-cycle, organizing project task workloads, directing task assignments, and coordinating the efforts of multiple teams in order to deliver projects according to plan. Project Management Professional (PMP) certification desired.

### **Project Specialist**

Responsible for the planning, organizing and performing of specialized administrative and/or technical duties in support of scheduled tasks in order to achieve successful completion of project goals and deliverables. Monitor project activities, timelines and expenditures and advise management of developments that could impact project scope, schedule and costs. Establish and maintain accurate and timely flow of information. Must be knowledgeable in Microsoft Word and Excel.

- **Entry-Level Project Specialist:** Minimum Qualifications: BA/BS in related discipline and 2 years relevant experience or a combination (as approved) of education and experience in a project specialist capacity. Knowledge of planning, expediting, organizing and implementing project activities.
- **Project Specialist:** Minimum Qualifications: BA/BS related discipline and 5 years relevant experience or a combination (as approved) of education and experience in a project specialist capacity. Demonstrated knowledge of planning, expediting, organizing and implementing project activities.
- **Senior Project Specialist:** Minimum Qualifications: BA/BS in related discipline and 8 or more years' relevant experience or a combination (as approved) of education and experience in a project specialist capacity. In-depth knowledge of planning, expediting, organizing and implementing project activities.

### **Operations Specialist/Operations Engineer (OE)**

Responsible for ensuring field personnel are compliant with company mandated and other applicable policies, procedures, programs and regulation, including DOE Directives, personnel safety, environmental compliance and safety of the general public. Create and maintain a total quality and safe climate that encourages the commitment of all employees to meet or exceed customer needs. Advise management of potential areas of concerns and impacts of proposed policy changes and safety issues. Act as an integral part of communication systems, providing an upward and downward link for the timely transfer of information. Conduct pre-job and post-job briefings including Enhanced Work Planning meetings and lessons learned. Interpret and implement the company policies and contractual commitments applicable to bargaining unit personnel.

- **Entry-Level Operations Specialist/OE**: Minimum Qualifications: BA/BS in a related discipline and 5 years relevant experience or a combination (as approved) of education and experience. Knowledge of technical, engineering, and operations activities associated with working in a nuclear facility. Ability to interpret engineering drawings, standards and specifications to ensure compliance during installation and testing. Knowledge of Lockout/Tagout (LOTO) procedures in order to review work pages and establish LOTO requirements. Current possession of, or ability to obtain and maintain, a WRPS Operations Engineer qualification card within management agreed upon time frame in order to perform assigned duties and responsibilities.
- **Operations Specialist/OE**: Minimum Qualifications: BA/BS in a related discipline and 8 years relevant experience or a combination (as approved) of education and experience. Demonstrated knowledge of technical, engineering, and operations activities associated with a working in a nuclear facility. Ability to interpret engineering drawings, standards and specifications to ensure compliance during installation and testing. Demonstrated knowledge of Lockout/Tagout (LOTO) procedures in order to review work pages and establish LOTO requirements. Current possession of, or ability to obtain and maintain, a WRPS Operations Engineer qualification card within management agreed upon time frame in order to perform assigned duties and responsibilities.
- **Senior Operations Specialist/OE**: Minimum Qualifications: BA/BS in a related discipline and 8 to 10 years relevant experience or a combination (as approved) of education and experience to include 3 years' direct oversight of bargaining unit personnel. Demonstrated knowledge of technical, engineering, and operations activities associated with a working in a nuclear facility. Ability to interpret engineering drawings, standards and specifications to ensure compliance during installation and testing. In-depth knowledge of Lockout/Tagout (LOTO) procedures in order to review work pages and establish LOTO requirements. Current possession of, or ability to obtain and maintain, a WRPS Operations Engineer qualification card within management agreed upon time frame in order to perform assigned duties and responsibilities.

*Note: Operations Engineer designation requires successful completion of an Operations Engineer – Base or Operations Engineer – Waste Transfer Initial qualification card.*

### **Integration Manager**

Manages the Rolling Work Week Window Scheduling process for a specific time period from conception / scope identification to field execution. Indirectly responsible for the management and execution of assigned project budget and maintenance work scope. Manages all facets to ensure company goals and commitments are identified in the Field Execution Schedules (FES) and those activities are ready and executed in the field according to the Performance Measurement Baseline (PMB). Ensures that facility managers, project manager, planners and other support organizations have the latest schedule information and priorities and at least a 5 week look ahead in order to maximize production. Special emphasis is put on maximizing performance as measured through the Earned Value Management Systems (EVMS)

- **Entry-Level Integration Manager:** Minimum Qualifications: BA/BS in related discipline and 8 years' relevant leadership, project management and work control experience or a combination (as approved) of equivalent education and experience. Demonstrated experience with the T+1 Work Window Critique Process (or similar process), Work Control processes, the Rolling Work Week Window scheduling process (or similar process) and creation of "task level schedules" that are resource loaded. Strong conduct of operations background. Project Management Professional (PMP) certification desired with demonstrated knowledge in the use of earned value management system (EVMS) techniques.
- **Integration Manager:** Minimum Qualifications: BA/BS in related discipline and 10 to 12 years' relevant leadership, project management and work control experience or a combination (as approved) of equivalent education and experience. In-depth experience with the T+1 Work Window Critique Process (or similar process), Work Control processes, the Rolling Work Week Window scheduling process (or similar process) and creation of "task level schedules" that are resource loaded. Strong conduct of operations background. Working knowledge and understanding of Primavera P6, Microsoft Excel and Word. Project Management Professional (PMP) certification desired with demonstrated knowledge in the use of earned value management system (EVMS) techniques.
- **Senior Integration Manager:** Minimum Qualifications: BA/BS in related discipline and 15 or more years' relevant leadership, project management and work control experience or a combination (as approved) of equivalent education and experience. Extensive experience with the T+1 Work Window Critique Process (or similar process), Work Control processes, the Rolling Work Week Window scheduling process (or similar process) and creation of "task level schedules" that are resource loaded. Strong conduct of operations background. Trained and proficient in Primavera P6, Microsoft Excel and Word. Project Management Professional (PMP) certification desired with demonstrated knowledge in the use of earned value management system (EVMS) techniques.

### **Work Control Planner**

Prepares, coordinates, and facilitates the development of work control documents and work packages. This includes the initiation, preparation, and support of work package planning using a centralized computerized maintenance management system (CMMS) and/or word processing software for work package resolution. Develop work packages using company Work Control Processes and Enterprise Asset Management (EAM) for corrective/preventive maintenance, modification, and fabrication, select operational activities, project construction of tank farm structures/systems/components. Perform walk downs, Team Planning Meetings, work instruction development and coordination of work documentation approval to assure all required documents are approved, current, and applicable to the work being performed. Perform post reviews of completed work packages including verification of documentation completion, disposition of issues/comments, and evaluation of potential lessons learned.

Requirement: Current possession of, or ability to obtain, requalify and maintain a WRPS Work Planning qualification card (350019) must be completed within six months of date of award.

- **Entry-Level Work Control Planner:** Minimum Qualifications: BA/BS in related discipline and 2 years' relevant experience or a combination (as approved) of education and experience. Previous maintenance and craft construction experience desirable. Knowledge of maintenance work activities and preventive maintenance planning, in support of operations at a non-nuclear and/or nuclear facility.
- **Work Control Planner:** Minimum Qualifications: BA/BS in related discipline and 5 years' relevant experience or a combination (as approved) of education and experience. Previous maintenance and craft construction experience desirable. Demonstrated knowledge of

maintenance work activities and preventative maintenance planning, in support of operations at a non-nuclear and/or nuclear facility.

- **Senior Work Control Planner:** Minimum Qualifications: BA/BS in related discipline and 8 or more years of relevant experience or a combination (as approved) of equivalent education and experience. In-depth knowledge of maintenance work activities and preventative maintenance planning, in support of operations at a non-nuclear and/or nuclear facility.

#### **Project Controls Minimum Requirements:**

A Bachelor's degree in accredited university or other related discipline and a combination of education and project controls related experience as noted in additional requirements below. Varying degrees of interpersonal and communication skills are needed to facilitate project milestones. Must be able to clearly and concisely communicate to peers and management. Flexible to work with integrated project team in an ever-changing environment. . Must take prompt action to accomplish assigned objectives and understand/identify issues and opportunities.

- **Project Controls Engineer I**

Requirements as noted in minimum requirements above plus two or more years working knowledge of cost analysis and/or scheduling. Additionally, routine use and intermediate knowledge of Project Controls practices, techniques, and standards. Provide application of Earned Value Management (EVM) System concepts and cost and schedule principles. Applies standard cost and/or scheduling data to departmental programs or systems. Provides detailed project analysis utilizing performance indices, (BCWS, BCWP, ACWP, EAC, SPI/CPI, et cetera) and other industry metrics. Supports implementation of the scope, schedule, and budget into the EVM system. Good interpersonal and communication skills needed to facilitate project milestones.

#### **Job Responsibilities:**

Under supervision, plans and conducts Project Controls work requiring judgment in the independent evaluation, selection and adaptation or modification of standard techniques, procedures and criteria.

Responsible for preparing and assists in estimating, cost control, schedule data and resources for the purpose of providing high quality estimates, budgets, cost and schedule analysis and timely, accurate reports for measuring the performance and progress of projects. Analyzes cost and/or schedule information from multiple projects to properly control the area of responsibility and measure performance and progress. Develops forecasts and assures that all pertinent information is updated in relation to the present scope of work. Responsible for the validity of the project coding structures (OBS and WBS) in the assigned area. Responsible for monitoring project performance. Demonstrate working knowledge of both cost and schedule (integrated).

- **Project Controls Engineer II**

Requirements noted in minimum requirements above plus five or more years' proficiency in cost analysis and/or scheduling. Excellent interpersonal and communication skills needed to facilitate project milestones.

Complete understanding and application of Project Controls principles, concepts, practices, and standards. Administers compliant application of Earned Value Management (EVM) System concepts and principles. Applies standard cost and scheduling data to departmental programs or systems. Provides detailed project analysis utilizing performance indices, (BCWS, BCWP, ACWP, EAC, SPI/CPI, et cetera) and other industry metrics. Assesses project health/risks and provides management with cost and schedule information in order for informed decisions to be made. Coordinates implementation of the scope, schedule, and budget into the EVM system. Excellent interpersonal and communication skills needed to facilitate project milestones.

**Job Responsibilities:**

Assists in the preparation or review of cost and scheduling procedures. Responsible for the validity of the project coding structures (OBS and WBS) in the assigned area. Works with Control Account Managers and estimating team to develop Baseline Change Requests and Contract Proposal/Modifications including aiding in technical scope change descriptions, project risk identification, and estimate and schedule development/revisions. Oversees Baseline Change Requests and Contract Proposal/Modifications. Coordinates work scope with project management, including mitigation of integration issues and schedule recovery development and implementation. Responsible for preparation and dissemination of weekly and monthly reports for communicating scope, schedule, risk, and cost information utilizing Earned Value performance indices and other industry metrics

➤ **Senior Project Controls Engineer**

Requirements noted above in minimum requirements above plus eight or more years of project controls related experience in cost analysis and/or scheduling. Applies extensive Project Controls expertise and has full knowledge of other related disciplines and integration with Project Controls. Oversees and ensures compliant application of Earned Value Management (EVM) System concepts and principles. Ensures validity of EVM System information and oversees communication of contractually required reports for submittal to the DOE client. Assesses project health/risks, provides management with recommendations utilizing the EVM System, and coordinates corrective actions required to mitigate or eliminate project impacts. Excellent interpersonal and communication skills needed to facilitate project milestones. Must demonstrate Leadership ability. Extensive working knowledge of the Electronic Industries Association (EIA)-748, "Earned Value Management Systems," guidelines. Proficiency in Microsoft Office Suite.

**Job Responsibilities:**

Responsible for the preparation of project control procedures for projects and the direct support of the project manager in the planning and execution of Projects. Participates in improving techniques for estimating, planning and cost control. Responsible for Performance Measurement Baseline (PMB) reporting and provides monthly status to Senior Management and DOE client. Ensures validity of Estimate to Complete (ETC) and Variance Analysis. Responsible for leading initiative efforts and assisting peers with specialized knowledge of discipline. Assists in addressing contractual requirements related to cost/schedule control. Acts autonomously on smaller projects and may support PC initiatives and or task teams

**Cost Estimator**

Prepares estimates (i.e. proposal, fair cost, conceptual, definitive design, study, Performance Measurement Baseline, et cetera). Preparation of estimates includes coordinating with CAMs and SMEs to understand the scope of work / project execution plan and develop resource requirements, develop Estimate Plans, write Basis of Estimate documents, develop appropriate backup and coordinate estimate reviews. When detailed information is available reviews specifications and drawings/sketches for the preparation of the cost estimates. Performs detailed quantity takeoff of drawings or sketches.

**Job Responsibilities:**

Demonstrates a basic understanding of Federal Acquisition Regulations (FAR), Part 15. Applies appropriate cost elements (e.g. overhead, escalation, contingency, profit) as applicable to contract type. Prepares, maintains, reviews and revises life-cycle estimates for programmatic activities and line-item construction projects. Support WRPS's planning process for development of an integrated scope, schedule and cost baseline and baseline changes thereto. Prepares Cost price analysis of subcontractor/vendor prices. This may include independent fair cost estimates. It may also include the independent review and assessment of project estimates, A-E proposals, requests-for-proposals (RFP's) or fixed-price bids. Supports external DOE and stakeholder cost and budget reviews and audits. Demonstrates proficiency using a personal computer (PC) and company communication tools, such as email, internet, and Microsoft products (e.g., Word, Excel, Office). Ability to communicate orally and in

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writing in a clear and concise manner. Exhibit good leadership skills and ability to build rapport with Managers and other team members.

- **Cost Estimator**: Minimum Qualifications: BA/BS degree in Business, Engineering or related discipline and 5 or more years relevant experience or a combination (as approved) of education and experience. Solid understanding of Federal Acquisition Regulations (FAR), Part 15.
- **Senior Cost Estimator**: Minimum Qualifications: BA/BS degree in Business, Engineering or related discipline and 7 or more years relevant experience or a combination (as approved) of education and experience. Advanced understanding of Federal Acquisition Regulations (FAR), Part 15. Experience estimating large Federal Government projects. Ensure proposals estimates and related documents comply with all FAR and internal requirements.

### **Human Resource Specialist**

Responsible for performing a variety of human resource functions in such areas as employee records, benefits, talent development/training, staffing, compensation, and equal employment opportunity. Provide counsel to management and staff on human resource issues/concerns in accordance with all applicable policies, procedures, standards and regulations. Maintain personnel records, collect and compile sensitive and confidential data and prepares reports. May assist with employee investigations as needed.

- **Entry-Level Human Resource Specialist**: Minimum Qualifications: BA/BS degree in related discipline and up to 2 years relevant experience or a combination (as approved) of education and experience. Knowledge of HR policies, procedures and regulations. Human Resource Certification desired to demonstrate a pattern of continuing education in the field.
- **Human Resource Specialist**: Minimum Qualifications: BA/BS degree in related discipline and 5 years' relevant experience or a combination (as approved) of education and experience. Demonstrated knowledge of HR policies, procedures and regulations. Human Resource Certification desired to demonstrate a pattern of continuing education in the field.
- **Senior Human Resource Specialist**: Minimum Qualifications: BA/BS degree in related discipline and 8 or more years' relevant experience or a combination (as approved) of education and experience. In-depth knowledge of HR policies, procedures and regulations. Human Resource Certification desired to demonstrate a pattern of continuing education in the field.

### **Health Physicist (HP)**

Responsible for ensuring radiological compliance in accordance with all applicable government and industry standards, rules and regulations. Perform health physics and radiological engineer, dosimetry, bioassay and instrument functions to ensure sound radiation protection practices are accomplished. Develop, prepare and/or approve technical basis documents, partake in Process Review Hazards Analysis (PHRA) and As Low As Reasonably Achievable (ALARA) design reviews. Participate in work planning and execution, support field exercises, conduct field surveillances, perform assessments and assist in the training of Health Physics Technicians (HPTs).

- **Entry-Level Health Physicist**: Minimum Qualifications: BA/BS degree in Health Physics or related discipline and 5 years' relevant experience working in the nuclear field or a combination (as approved) of equivalent education and experience. Previous Hanford site and/or other DOE site radiological controls experience preferred. Knowledge of Radiological Control practices and requirements, safety procedures, and work management policies associated with operating a nuclear facility. Previous Hanford or other DOE site radiological controls experience preferred. Certified Health Physicist (CHP) or member of the National Registry of Radiation Protection Technologists (NRRPT) to demonstrate a pattern of continuing education in the radiological field.

- **Health Physicist:** Minimum Qualifications: BA/BS degree in Health Physics or related discipline and 8 years' relevant experience working in the nuclear field or a combination (as approved) of equivalent education and experience. Previous Hanford or other DOE site radiological controls experience preferred. Demonstrated knowledge of Radiological Control practices and requirements, safety procedures, and work management policies associated with operating a nuclear facility. Certified Health Physicist (CHP) or member of the National Registry of Radiation Protection Technologists (NRRPT) to demonstrate a pattern of continuing education in the radiological field.
- **Senior Health Physicist:** Minimum Qualifications: BA/BS degree in Health Physics or related discipline and 12 years' relevant experience working in the nuclear field or a combination (as approved) of equivalent education and experience. Previous Hanford or other DOE site radiological controls experience preferred. In-depth knowledge of Radiological Control practices and requirements, safety procedures, and work management policies associated with operating a nuclear facility. Certified Health Physicist (CHP) or member of the National Registry of Radiation Protection Technologists (NRRPT) to demonstrate a pattern of continuing education in the radiological field.

**Health Physicist/Radiological Work Planner.**

Responsible for ensuring radiological compliance in accordance with all applicable government and industry standards, rules, and regulations pertaining to nuclear radiation. Serve as Facility Point of Contact (FPOC) for Radiological Work Planning and other health physics specialties. Develop, prepare and/or approve technical basis documents, partake in Process Review Hazards Analysis (PHRA) and As Low As Reasonably Achievable (ALARA) design reviews. Participate in work planning and execution, review and approve work packages via Computerized History and Maintenance Planning Software (CHAMPS), support field exercises, conduct field surveillances, perform assessments and assist in the training of radiological control technicians. Provide technical support to ensure that designs and front-end engineering work incorporate sound radiation principles and practices.

- **Entry-Level Health Physicist/Radiological Work Planner:** Minimum Qualifications: BA/BS degree in Health Physics or related discipline and 5 years' relevant experience working in the nuclear field or a combination (as approved) of equivalent education and experience. Knowledge of Radiological Control practices and requirements, safety procedures, and work management policies as they apply to radiological work planning. Previous Hanford or other DOE site radiological controls experience preferred. Certified Health Physicist (CHP) or member of the National Registry of Radiation Protection Technologists (NRRPT) to demonstrate a pattern of continuing education in the radiological field.  
*Note: Radiological Work Planner designation requires successful completion of a Low Risk Radiation Work Planner (350190)*

- **Health Physicist/Radiological Work Planner:** Minimum Qualifications: BA/BS degree in Health Physics or related discipline and 8 years' relevant experience working in the nuclear field or a combination (as approved) of equivalent education and experience to include 3 years previous Hanford and/or other DOE site radiological controls experience. Demonstrated knowledge of Radiological Control practices and requirements, safety procedures, and work management policies as they apply to radiological work planning. Previous Hanford or other DOE site radiological controls experience preferred. Certified Health Physicist (CHP) or member of the National Registry of Radiation Protection Technologists (NRRPT) to demonstrate a pattern of continuing education in the radiological field.
- **Senior Health Physicist/Radiological Work Planner:** Minimum Qualifications: BA/BS degree in Health Physics or related discipline and 12 years' relevant experience working in the nuclear field or a combination (as approved) of equivalent education and experience to include 3 years previous Hanford and/or other DOE site radiological controls experience. In-depth knowledge of

Radiological Control practices and requirements, safety procedures, and work management policies as they apply to radiological work planning. Previous Hanford or other DOE site radiological controls experience preferred. Certified Health Physicist (CHP) or member of the National Registry of Radiation Protection Technologists (NRRPT) to demonstrate a pattern of continuing education in the radiological field.

*Note: Radiological Work Planner designation requires successful completion of a Medium / High Risk Radiation Work Planner qualification card (350191)*

### **Industrial Hygienist (IH)**

Responsible for provide industrial hygiene support, implementation and oversight of industrial hygiene programs and initiatives.

As assigned:

- Plan, coordinate, and conduct surveys of work sites to observe work practices and conditions for health hazards;
  - Determine the nature and magnitude of hazardous exposure and the effectiveness of existing controls;
  - Provide consultation, advice and support in anticipation, recognition, evaluation, and control of occupational hazards, as well as technical and regulatory support on industrial hygiene/occupational health issues;
  - Assist field implementation of programs using a graded approach and rigorous assessments process;
  - Contribute to hazard recognition and control through the review and assessment of work packages, engineering designs and routine work;
  - Prepare and maintain industrial hygiene/occupational health programs, standards, procedures and policies to support the safe and healthy work environment;
  - Participate in special studies or incident investigations as requested;
  - Prepare IH program reports, performance metrics, and exposure assessments;
  - Assist in industrial hygiene related training and mentoring.
- **Entry-Level Industrial Hygienist:** Minimum Qualifications: BA/BS degree in Industrial Hygiene or related discipline (such as Biology, Chemistry, Safety) from an accredited college or university and 5 years' relevant experience or a combination (as approved) of equivalent education and experience. Previous Hanford or other DOE site industrial hygiene/safety experience preferred. Knowledge of Industrial Hygiene/Safety practices and requirements, procedures, and work management policies associated with operating treatment, storage and disposal, chemical manufacture and/or nuclear facilities.
- **Industrial Hygienist:** Minimum Qualifications: BA/BS degree in Industrial Hygiene or related discipline (such as Biology, Chemistry, Safety) from an accredited college or university and 8 years' relevant experience working in the chemical or nuclear field or a combination (as approved) of equivalent education and experience. Previous Hanford or other DOE site industrial hygiene/safety experience preferred. Demonstrated knowledge of Industrial Hygiene/Safety practices and requirements, procedures, and work management policies associated with operating treatment, storage and disposal, chemical manufacture and/or nuclear facilities. Current American Board of Industrial Hygiene (ABIH) Certified Industrial Hygienist (CIH) preferred.
- **Senior Industrial Hygienist:** Minimum Qualifications: BA/BS degree in Industrial Hygiene or related discipline (such as Biology, Chemistry, Safety) from an accredited college or university and 12 years' relevant experience working in the chemical or nuclear field or a combination (as approved) of equivalent education and experience. Previous Hanford or other DOE site industrial hygiene/safety experience preferred. In-depth knowledge of

Industrial Hygiene/Safety practices and requirements, procedures, and work management policies associated with operating treatment, storage and disposal, chemical manufacture and/or nuclear facilities. Current American Board of Industrial Hygiene (ABIH) Certified Industrial Hygienist (CIH) required.