

*Utah DEQ/DERR* PETROLEUM STORAGE TANK FUND

## LABOR CATEGORIES, QUALIFICATIONS and TASK DESCRIPTIONS

May, 1998

| Code | Labor Category   |
|------|--|
| P100 | <a href="#">Principal</a>                              |
| P101 | <a href="#">Senior Engineer/Geologist/Hydrologist</a>  |
| P102 | <a href="#">Project Engineer/Geologist/Hydrologist</a> |
| P103 | <a href="#">Staff Engineer/Geologist/Hydrologist</a>   |
| P104 | <a href="#">Field Engineer/Geologist/Hydrologist</a>   |
| P105 | <a href="#">Environmental Scientist</a>                |
| P106 | <a href="#">Land Surveyor, Registered</a>              |
| P107 | <a href="#">Industrial Hygienist</a>                   |
| P108 | <a href="#">Technician I</a>                           |
| P109 | <a href="#">Technician II</a>                          |
| P110 | <a href="#">Technician III</a>                         |
| P111 | <a href="#">Drafter I</a>                              |
| P112 | <a href="#">Drafter II</a>                             |
| P113 | <a href="#">Construction Foreman I</a>                 |
| P114 | <a href="#">Construction Foreman II</a>                |
| P115 | <a href="#">Operator I</a>                             |
| P116 | <a href="#">Operator II</a>                            |
| P117 | <a href="#">Operator III</a>                           |
| P118 | <a href="#">Laborer I</a>                              |
| P119 | <a href="#">Laborer II</a>                             |
| P120 | <a href="#">Laborer III</a>                            |
| P121 | <a href="#">PST Claims Specialist</a>                  |
| P122 | <a href="#">Data/Word Processor</a>                    |
| P123 | <a href="#">Clerical</a>                               |

**Personnel/Qualifications and Task Description**

| Personnel and Qualifications | Task Description  |
|------------------------------|---|
| <b>Principal (P100)</b>      | Expert Testimony. Legal strategies. Depositions. Review |

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| <p>Administrative and/or professional head of organization with authority and responsibility for conceiving and executing plans and functions of the organization and directing a professional staff. Normally has financial interest in the company as partial owner, investor, or stockholder. Charges a very limited number of hours per site, as in review of the project documents as a Principal. Principal should almost never bill field work at this rate.</p>  | <p>most complex sites. New technology innovations.</p>   |
| <p><b>Senior Engineer/Geologist/Hydrogeologist (P101) (P4)</b></p> <p>Typically requires advanced degree, professional registration (if appropriate), and 10 or more years of experience in technical and/or managerial roles. Serves as senior technical leader for environmental remediation projects of medium to large scope and/or complexity and has developed substantial expertise in the field of practice. May supervise or direct the work activities of lower level engineers and technicians. Will perform very limited field work, and have limited involvement in projects. Duties typically include reviewing reports, developing strategies, and attending client and/or agency meetings. Responsible for approving designs, reports, plans, and specifications before submittal to clients or regulatory agency. If significantly involved in a highly technical project, should have substantial technical expertise directly related to the project.</p> | <p>Project oversight. Project management. Aquifer characterization. Review of technical reports. Review remedial action plans. Data review and analysis. Prepares proposals.</p>   |
| <p><b>Project Engineer/Geologist/Hydrogeologist (P102) (P3)</b></p> <p>Typically requires a degree in engineering, geology, hydrogeology, or related science, professional registration (if appropriate), and has 6 to 10 years relevant work experience. Under general direction prepares environmental programs, plans and specifications for site remediation activities. Is responsible for gathering field data and is competent at data analysis. Has responsibility for managing entire projects. Identifies and develops approaches and prepares plans to remedy contamination problems using various techniques, serves as on-site technical expert on projects. Analyzes and interprets data, prepares sections of site assessment reports, may do hydrological site characterizations, supervise hydraulic tests, etc.</p>  | <p>Project management. Data review and analysis. Report preparation. Report review. Engineering/equipment design. On-site supervision. Work plan preparation. Site assessment planning. Field work planning. Periodic site inspection. Access agreements.</p>                            |
| <p><b>Staff Engineer/Geologist/Hydrogeologist (P103) (P2)</b></p> <p>Typically requires a degree in engineering, geology, hydrogeology, or related science, and 3 to 8 years relevant work experience. Works under close supervision to perform specific routine tasks related to environmental remediation system design, or general geological and field tasks. Gathers basic technical information, and provides technical support for hydrogeological on-site projects. Responsibilities may include installing monitor wells, aiding in geological mapping and basic geological analysis.</p>   | <p>Report preparation. Field work preparation &amp; planning. Supervise site assessment activities. Site reconnaissance and mapping. Remedial system installation. Limited data review and analysis. Access agreements. Monitoring activities. Supervise over-excavation activities.</p> |
| <p><b>Field Engineer/Geologist/Hydrogeologist (P104) (P1)</b></p>  | <p>Field work prep. &amp; planning. Supervise site assessment activities. Site reconnaissance</p>  |

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| <p>Entry level position requiring a degree in engineering, geology, hydrogeology, or related science and 0 to 3 year experience. Works under close supervision to perform routine field tasks related to the projects; work involves installing monitor wells, aiding in geological mapping, writing field notes, and basic geological analysis.</p>   | <p>&amp; mapping. Remedial system installation. Limited data review and analysis. Access agreements. Monitoring activities. Supervise over-excavation activities.</p>         |
| <p><b>Environmental Scientist (P105)</b></p> <p>Typically requires a degree in biology, chemistry, microbiology, or related environmental science and 2 to 6 years of related experience or an advanced degree and 2 years related experience. Performs assignments related to site assessments and bioremediation projects, risk analysis methodologies and analytical data reduction.</p>  | <p>Data review and analysis. Bioremediation feasibility studies. Report preparation. Report review. On-site supervision. Work plan preparation. Site assessment planning.</p> |
| <p><b>Land Surveyor, Registered (P106)</b></p> <p>Typically requires a bachelors degree in engineering or associate degree in surveying. Registered in Utah as a land surveyor. Supervises one or more field survey crews. Acts as party chief when required. Responsible for completeness and accuracy of all survey work.</p>  | <p>Field work prep.&amp; planning. Site mapping. Establish property lines. Data review and analysis.</p>  |
| <p><b>Industrial Hygienist (P107)</b></p> <p>Typically requires a degree in Industrial Hygiene, Toxicology or a related health science and 1 to 3 years related experience. Ensures compliance of field service operations with OSHA safety standards and public health concerns. Work performed would need to be clearly defined and directly related to remediation in order to be reimbursable.</p>   | <p>Health &amp; safety coordinator. Develop site safety plan. Oversees safety &amp; health monitoring (periodic).</p>   |
| <p><b>Technician I (P108) (T1)</b></p> <p>Typically requires a high school diploma and 0 to 2 years relevant work experience. Entry level position, under close supervision. Performs routine labor tasks related to on-site installation, maintenance and repair of machinery and equipment. Assists with routine tasks such as soil and groundwater sampling, bailing wells, records test data and may prepare simple charts or graphs.</p>  | <p>Field work prep &amp; planning. O &amp; M of equipment. Well development. Waste handling. Decontamination. Remedial system installation. Monitoring activities.</p>        |
| <p><b>Technician II (P109) (T2)</b></p> <p>Typically requires a high school diploma and 2 to 6 years of relevant work experience. Certified soil and groundwater sampler. Performs assignments that are normally standardized; operates testing or processing equipment of moderate complexity; may construct components or subassemblies of prototype models; extracts and processes test data; soil and groundwater sampling, bailing wells. Performs routine labor tasks related to on-site installation, maintenance and repair of machinery and equipment. Works under appropriate supervision.</p> | <p>Field work prep &amp; planning. O &amp; M of equipment. Well development. Waste handling. Decontamination. Remedial system installation. Monitoring activities.</p>        |

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| <p><b>Technician III (P110) (T3)</b></p> <p>Typically requires a high school diploma, certified or licensed tradesperson or an associated degree and 6 or more years related experience. Certified soil and groundwater sampler. Performs non-routine and complex assignments; performs experiments or tests which may require non-standard procedures and complex instrumentation; records, computes and analyzes test data; prepares test reports. Responsible for general on-site supervision of installation, maintenance, and repair of machinery and equipment, and sampling activities. Maintain documentation of record logs pertaining to monitoring and maintenance of machinery and equipment. Works under appropriate supervision.</p> | <p>Field work prep &amp; planning. O &amp; M of equipment. Well development. Waste handling. Decontamination. Remedial system installation. Monitoring activities. Environmental monitoring. Field contractor supervision (limited). Free product removal.</p> |
| <p><b>Drafter I (P111)</b></p> <p>Typically requires an associate degree and 1 to 4 years experience. Performs entry to mid-level drafting such as edits to existing drawings using CAD and/or board.</p>  | <p>Mid-level drafting. CAD work.</p>   |
| <p><b>Drafter II (P112)</b></p> <p>Typically requires an associate degree and 4 to 8 years experience or 2 years of college and 2 years of experience. Requires advanced drafting skills such as CAD operations.</p>   | <p>Advanced drafting. CAD work. Cartography.</p>   |
| <p><b>Construction Foreman I (P113)</b></p> <p>Typically requires a high school diploma and 3 to 5 years experience. May be a certified UST remover or installer.</p>  | <p>Remove UST systems. Backfilling. Free product removal. On-site safety health monitoring.</p>  |
| <p><b>Construction Foreman II (P114)</b></p> <p>Typically requires an associate degree, 5 to 8 years experience and a contractors license. Certified UST remover or installer. Work includes on-site supervision and job foreman, oversees construction activities such as equipment installation and repairs. Must be present on-site during all critical activities. Ensures compliance of field service operations with OSHA safety standards.</p>  | <p>On-site supervision. Remedial system installation. Safety health monitoring. Free product removal. Backfilling.</p>   |
| <p><b>Equipment Operator I (P115)</b></p> <p>Requires 0 to 3 years experience. Operates light equipment. Works under appropriate supervision.</p>  | <p>Operates light equipment. Backfilling. Well drilling.</p>   |
| <p><b>Equipment Operator II (P116)</b></p> <p>Typically requires high school diploma. Requires 2 to 4 years experience. Operates light to heavy equipment, such as backhoe, loaders, etc. Works under appropriate supervision.</p>   | <p>Operates light to heavy equipment. Backfilling. Well drilling.</p>  |

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| <p><b>Equipment Operator III (P117)</b></p> <p>Typically requires high school diploma. Requires 3 to 5 years experience. Works under appropriate supervision. Certified to operate heavy equipment, if applicable. Supervises manual laborers working under him/her. Makes field decisions concerning construction finish and final improvements.</p> | <p>Field contractor supervision. Operates heavy equipment. Backfilling. Well drilling.</p>                  |
| <p><b>Laborer I (P118)</b></p> <p>Entry level. Works under direct supervision. Performs manual labor such as hand digging with shovels, etc.</p>  | <p>Maintains equipment and machinery. Operates equipment. Hand digging.</p>                                 |
| <p><b>Laborer II (P119)</b></p> <p>Requires 1 to 3 years experience. Works under direct supervision. Performs manual labor and may operate company owned or rented equipment. Helps maintain equipment and machinery.</p>   | <p>Maintains equipment and machinery. Operates equipment. Laborer I &amp; II supervision. Hand digging.</p> |
| <p><b>Laborer III (P120)</b></p> <p>Requires 2 to 4 years experience. Works under direct supervision. Performs manual labor and may operate company owned or rented equipment. Helps maintain equipment and machinery. May assist in supervising Laborers I and II.</p>   | <p>Maintains equipment and machinery. Operates equipment. Laborer I &amp; II supervision.</p>               |
| <p><b>PST Claims Specialist (P121)</b></p> <p>Typically has accounting experience. Familiar with PST Fund rules for eligible costs and required documentation. Compiles invoices and backup information. Completes required forms. Contact person with DERR for claims questions.</p>   | <p>Compiles claims. Checks claims for accuracy. Familiar with PST Fund rules. Contact person.</p>           |
| <p><b>Data/Word Processor (P122)</b></p> <p>Operates computer for word processing, spreadsheets, statistical typing, correspondence, report generation, etc.</p>  | <p>Spreadsheets. Report generation. Word processing.</p>  |
| <p><b>Clerical (P123)</b></p> <p>General office work, typing and filing.</p>  | <p>Typing. Filing. General secretarial. Document reproduction.</p>  |

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