

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Highways
4. Civil Service Position Code Description RESOURCE ANALYST-E	10. Division Bay Region
5. Working Title (What the agency calls the position) Resource Analyst 9/10/P11	11. Section Development
6. Name and Position Code Description of Direct Supervisor ULMAN, BRIAN C; ENGINEER MANAGER LICENSED-4	12. Unit
7. Name and Position Code Description of Second Level Supervisor RANCK, ROBERT A; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 5859 Sherman Road, Saginaw, MI 48604 / M-F, 8:00am-4:30pm (hours may vary)
14. General Summary of Function/Purpose of Position	
<p>This position participates in various Region environmental programs in both development and operations. This position works closely with the Region Resource Specialist (RSS) by participating in right-of-way (ROW) permit compliance inspections, the ROW permit application process, documenting ROW encroachments, meeting with contractors/landowners, interpretation of maps/plan sheets, geographic information system (GIS) mapping projects, soil erosion and sedimentation control (SESC)/turf inspections, the Region's herbicide program, inspection of the storage/labeling of hazardous materials, trainings, and other environmentally related projects. This position conducts site compliance inspections and is responsible for compiling data, maintaining records, and preparing technical reports. In addition, this position is responsible for assisting in the data collection/Transportation Service Center (TSC) coordination for the Region's soil sampling projects.</p> <p>This position requires possession of a valid driver's license to perform field operations.</p>	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 40

Perform field operations to include inspection and documentation work necessary for the issuance of vegetation removal/environmentally related right-of-way permits.

This duty requires possession of a valid driver's license to perform field operations.

Individual tasks related to the duty:

- Perform outdoor Advertising Control which includes, but is not limited to, coordinating on-site meetings with applicants; performing site inspections on potential violations; investigating complaints received from the public; performing site inspections for new sign locations; evaluating existing vegetation at the locations that may obstruct a new sign; measuring the distance between signs, interchanges, and from municipal boundaries; plotting application locations on a GIS map; and tagging signs for removal, as requested by Lansing Central Office permits.
- Perform completion inspections for all Region outdoor advertising vegetation removal and environmentally related permits; inspect sites for noncompliance issues, fill out inspection forms, and enter them into the Construction Permit System (CPS). Report issues of non-compliance to the RSS.
- Participate and represent the department in hearings related to outdoor advertising control related litigation matters.
- Track all issued permits for completion dates, mitigation requirements, and warranty deadlines.
- Serve as the GIS mapping coordinator for all billboard mitigation plantings which includes entering all mitigation planting locations into ArcGIS and entering data onto the map with photos each time work is performed. Track mitigation deadlines utilizing the map.
- Assist in documenting encroachment activities, reviewing and analyzing ROW maps, working with Survey and TSC staff, and taking site photos of potential or known encroachments.
- Support the RRS with the review of the Region's vegetation/environmental ROW permit applications by collecting missing information related to the permit application, contacting the applicant to clarify work scope/work methods, contacting Michigan Department of Environment, Great Lakes, and Energy (EGLE) staff for record reviews of contaminated sites, etc.
- Meet with adjacent landowners to discuss proposed vegetation-related permits (e.g. scope of work, equipment usage, potential issues, etc.). Present information obtained to RSS for final determination of permit application.
- Interpret MDOT ROW maps to determine ROW type and amount related to public inquiries or ROW permit applications.
- Provide permit requirements and interpretation of procedural instructions, laws, and other federal and state requirements related to construction permits.

Duty 2

General Summary:

Percentage: 25

Support the RSS with various tasks in the Region's maintenance area. This consists of interpreting contract language, laws, and regulations; performing field inspections; record keeping; and preparing reports and correspondence to assist with the creation of various contracts and to ensure contract compliance.

Individual tasks related to the duty:

- Inspect and implement maintenance contracts which entails ensuring herbicide contract related work is done per the contract specifications/legal requirements, assisting with tree planting layouts or inspection of contract plantings to ensure contract compliance, witnessing tree/plant watering, inspecting planting bed work to ensure contract compliance, verifying tree removals are done within the required tree removal window, and assisting with the approval process for removals requested outside of the removal window, etc..
- Update/implement the roadside mowing plan. Participate in making annual updates and ensuring Region compliance by working with maintenance coordinators and permit agents to ensure environmental changes are captured.
- Perform annual tracking of the roadside spraying operations including guardrail, roadside, and invasive species planned applications.
- Assist the Region Forestry Crew with the tracking of sensitive areas, organic farms, and other no spray areas by making maps of these areas.
- Assist with rest area water sampling compliance by acting as a backup to the RRS for rest area accessibility issues reported by the contractor (e.g. coordinating with Michigan Department of Transportation (MDOT) staff to get a contractor into a closed rest area, coordinating with EGLE or the local health department when issues arise related to the water supply at a rest area or roadside park, etc.) and a backup for reporting positive results to the local health departments within the 24-hour requirement.
- Meet with contractors (e.g. landscape contractors, herbicide applicants, environmental consultants, etc.) and observe their work to ensure contract compliance. This work entails meeting with landscape related companies at project start/completion to explain work scope/non-compliance issues, completing follow-up inspections for rest area or roadside spraying operations within the timeframe needed to determine success, verifying landscape deliveries to rest areas, and assisting with inspections of contract

invasive species treatments. This also entails record keeping and the preparation of reports/correspondence related to this work.

- Assist RRS with maintenance project inspection to ensure compliance with SESC procedures, including checking for proper documentation.
- Assist with hazardous materials (labeling/storage) inspections, training, and Pollution Incident Prevention Plan (PIPP) updates at maintenance facilities.
- Coordinate with environmental representatives at the maintenance facilities for compliance issues.
- Attend training related to invasive species, hazardous materials handling/disposal, and herbicide use to stay informed on current regulations and requirements.

Duty 3

General Summary:

Percentage: 25

Perform design and/or construction related tasks which consist of field inspections and documentation work related to turf establishments, project plantings, and soil erosion and sedimentation control compliance.

This duty requires possession of a valid driver's license to perform field operations.

Individual tasks related to the duty:

- Coordinate the logistics of soil sampling projects (in design or construction) including traffic control and communications with the TSC.
- Complete site inspections to help determine tree planting locations and potential turf issues.
- Assist with homeowner discussions for tree replacements which includes notifying homeowners that their tree(s) must be removed and providing homeowners with available replacement plants.
- Assist with site inspections for excess parcel reviews.
- Map invasive species during plan development.
- Conduct and or assist with Region SESC inspections and documentation for construction projects.
- Assist with investigation of EGLE complaints related to MDOT project activities.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Participate in the Region Safety and Environmental Team and the Region Audit Team.
- Participate in special Region projects as assigned.
- Inspect roadside spills after site restoration has been completed to ensure adequate cleanup and submit completion inspection following site inspection.
- Participation in various Region ArcGIS online collector projects (e.g. tracking invasive species, animal carcass collection, etc.).

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Routine, non-complex technical decisions necessary to carry out the mission of the department.

17. Describe the types of decisions that require the supervisor's review.

When there is a deviation from an established procedure or when new situations arise which have not been dealt with before.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

May be required to work extended hours (standard work schedule 8 hours per day/5 days per week) and may work nights or other altered shift hours. Requires the ability to work in confined spaces and traverse irregular and steep terrain. Exposure to weather, traffic, and construction hazards, noise, dirt, concrete and bit materials, and other conditions associated with heavy construction. Overnight travel may be required. Ability to transport items weighing up to 50 pounds. This position requires possession of a valid driver's license. Position may require availability outside normal working hours based on operational needs.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position participates in various Region environmental programs in both development and operations. This position works closely with the Region Resource Specialist (RSS) by participating in right-of-way (ROW) permit compliance inspections, the ROW permit application process, documenting ROW encroachments, meeting with contractors/landowners, interpretation of maps/plan sheets, geographic information system (GIS) mapping projects, soil erosion and sedimentation control (SESC)/turf inspections, the Region's herbicide program, inspection of the storage/labeling of hazardous materials, trainings, and other environmentally related projects. This position conducts site compliance inspections and is responsible for compiling data, maintaining records, and preparing technical reports. In addition, this position is responsible for assisting in the data collection/Transportation Service Center (TSC) coordination for the Region's soil sampling projects.

This position requires possession of a valid driver's license to perform field operations.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

This position will work with the Region resource staff in the development section but will also have responsibilities in the operations area. The Region resource staff are responsible for all Region environmental programs (Operational Roadside Vegetation Management Program, Herbicide Application Program, Region Contamination and Hazardous Materials Program, Soil and Sedimentation Control Program, and Construction ROW Permitting Program). This position will assist with various duties associated with these programs.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in a physical, biological, or natural resource science, resource management, resource planning, engineering, or a related field.

EXPERIENCE:

Resource Analyst 9

No specific type or amount is required.

Resource Analyst 10

One year of professional experience in the protection, development and maintenance of land, water, or natural resources.

Resource Analyst P11

Two years of professional experience in the protection, development and maintenance of land, water, or natural resources, including one year equivalent to the intermediate (10) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Rules, regulations, policies, procedures, precedents, and terminology used in the unit.
- Techniques of using reference materials and organizing data for reports.
- Obtaining information.
- Organizations, work flow, staffing, forms, and procedures for projects.

Ability to:

- Abstract and present significant facts from data.
- Interpret and apply complex laws, rules, and regulations.
- Analyze data and operations and make recommendations for change.
- Conduct training and information sessions.
- Communicate effectively.
- Maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid driver's license is required and must be maintained throughout employment in the position.
- Possession of the following or possession within 12 months of the date of hire into the position and must maintain throughout employment in the position:
 - Michigan Department of Agriculture & Rural Development (MDARD) Commercial Pesticide Applicator Certification in categories; Core, Turf Grass Pest Management (3A), Ornamental Pest Management (3B), Aquatic Pest Management (5), and Right-of-way (6).
 - Michigan Occupational Safety and Health Administration (MIOSHA) Hazardous Waste Operations and Emergency Response Standard (HAZWJOPER)-40-hour certification.
 - EGLE Soil Erosion & Sedimentation Control Construction Stormwater Operator and Plan Review & Design Training Certificates.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date