Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy. The official position description for this position is available from the HR office for the agency.

Position Code: RESRSPL2A58R

Civil Service Class and Level: RESOURCE SPECIALIST 2

Working Title (What the agency calls the position): Region Resource Specialist 13

Name and Position Code Description of Direct Supervisor: ROZEMA, SUSAN; ENGINEER MANAGER LICENSED-4

Department/Agency: TRANSPORTATION CENTRAL OFFICE

Work Area: Grand Region

Work Location/Hours of Work: 1420 Front Ave. NW, Grand Rapids MI 49504 / 7:30 a.m. - 4:30 p.m.

General Summary of Function/Purpose of Position: The Grand Region Development Resource Specialist oversees and verifies environmental regulatory compliance throughout all phases of pre-construction and construction activities including ensuring environmental clearance is obtained for all projects. This position serves as the delegated region authority and single point of contact for the Region's environmental programs and/or plans and works directly with the Associate Region Engineer of Development, Region Project Managers, Transportation Service Center (TSC) Project Managers as well as state and federal regulatory agencies. Duties of this position include, but are not limited to, resolving complex and controversial environmental compliance issues; overseeing the work and activities of contractors, consultants, design, maintenance, construction, and permit staff on environmental compliance; working to ensure statewide consistency; and representing departmental policies, procedures, and programs at various conferences, public meetings, and hearings.

This position requires possession of a valid driver's license to perform field reviews of projects and roadside studies.

Assigned duties and tasks for each duty.

Duty 1 **Percentage: 80**

Serve as the Development Resource Specialist for the Grand Region overseeing and verifying environmental regulatory compliance throughout all phases of pre-construction and construction activities. This includes ensuring environmental clearance is obtained for all projects.

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

- Serves with delegated authority from the Region Engineer on all environmental programs/plans. This authority includes the ability to ensure environmental compliance and to correspond/represent the region with Michigan Department of Transportation (MDOT) staff, Michigan Department of Environment, Great Lakes, and Energy (EGLE), Michigan Department of Agriculture and Rural Development (MDARD), Michigan Department of Natural Resources (DNR), Environmental Protection Agency (EPA), United States Army Corp of Engineers (USACE), United States Forest Service (USFS), United States Coast Guard (USCG), Federal Highway Administration (FHWA), tribal governments, local governments/agencies, road commissions, elected officials, and the general public with respect to complex and controversial compliance matters involving department policy and environmental laws, rules, and regulations.
- Oversees and directs the work activities of contractors, consultants, and MDOT staff to ensure proper methods/standards/techniques/policies are being followed/performed to ensure environmental compliance and statewide consistency. If a project is out of compliance, directs staff to remedy the problem or directs the halt of the operation. This can result in a major scope of work change for the project.
- Directs consultants and MDOT staff in the development of plans and ensures resource/environmental impact minimization/avoidance.
- Completes formal MDOT Environmental Services Section (ESS) National Environmental Policy Act (NEPA) clearance review for all Region Development projects per FHWA requirements and develops and oversees Region-specific environmental clearance strategy/plan to assist with project selection, planning, and development.
- Attends/participates in Region Planning and Development meetings, assists with project selection. Identifies associated resource impacts (both permanent and temporary), regulatory requirements, and permit needs. Tracks projects and coordinates with region program managers, project managers, regulatory agencies, and consultants regarding the scope of work, environmental regulations/constraints, and project schedule. The goal is to identify projects with potential environmental impacts that will have regulatory requirements, as well as identify the approximate timeline of environmental clearance/permitting. Ensures project managers understand potential project schedule conflicts to allow for better project selection and planning and avoid impacts to project cost/scheduling.
- Manages complex coordination related to the formal NEPA review process required for all projects with the region, including projects administered through the Office of Rail and the Office of Aeronautics. Coordinates with MDOT Bureau of Development, ESS, Operations and Development staff, and state and federal regulatory agencies. Complex external coordination with state and federal regulatory agencies is required to identify jurisdictional boundaries/jurisdictional determinations, mitigation thresholds, seasonal restrictions, staging requirements, construction techniques, and temporary impacts. Responsible for formal documentation of potential impacts to regulated resources, as they relate to proposed projects, using specific language per requirements of FHWA, as well as a description of the law(s) that regulate the resource impact. This information is formally entered into the MDOT ESS NEPA clearance database.
- Consults with MDOT Central Office subject matter experts regarding policy interpretation, as needed. Provides recommendations to Region Engineer and MDOT Central Office for updates to MDOT environmental compliance policies and procedures.
- Serves as the point of contact to Region Staff and resource/regulatory agencies for the resolution of permit application questions, controversies, or denials.
- Coordinates with applicable MDOT staff to ensure that permit applications are filled out and permits are received on time within the project schedule. Organizes and maintains records of permits applied for, received, modified, and extended.
- Participates in meetings related to project scoping, plan reviews, Final Plan Coordination (FPC). FPC is a milestone in the plan design/development process. Attends plan development meetings, reviews project scopes, identifies impacts to resources, and coordinates impact minimization/avoidance. Works to ensure project managers have included all required environmental specification documents. For example, special provisions for contaminated groundwater, special trench lining for petroleum contamination, bentonite plugs to ensure contamination migration is blocked, and turf special provisions.
- Develops and provides training to region staff regarding environmental compliance and current policy, laws, rules, regulations, and guidelines.
- Develops wetland delineation reports and environmental investigation reports. Some of these reports are completed upon request, others are annual requirements. These reports are provided to MDOT project managers, MDOT ESS, and regulatory agencies.
- Participates in design plan development and conducts detailed field reviews of projects with the potential for impact to regulated resources to delineate wetland boundaries and types. Documents information in clearance database per FHWA requirements. Reviews design plans and completes calculations related to resource impacts (e.g., regulated wetland area impacts, regulated floodplain/stream area impacts, tree removal species/quantities to determine tree replacement species/quantities, quantities of contaminated soil handling, invasive species areas/quantities, etc.).
- Conducts environmental investigations and compiles reports in accordance with regulatory requirements.
- Acts with delegated Region Engineer's authority when not in compliance. If natural resource impacts are occurring that are not permitted, directs MDOT staff and contractors to follow all environmental regulations. Manages any follow up coordination with the associated regulatory agency. Negotiates permit revisions, compliance violation requirements, and required work/remedy related to the violation.
- Participates in state or national studies and recommends new strategies and efficiencies based on information/results obtained.

Duty 2 **Percentage: 10**

Support legislative rule changes, update departmental agreements with EGLE, represent the Department at public meetings and hearings, and manages both the Threatened and Endangered Species Program and the Wetland Spatial Data Collection Program.

This duty requires possession of a valid driver's license to perform field reviews and conduct roadside studies.

- Participates in legislative rule changes with EGLE.
- Participates in the revision of the Region/Department memorandum of understanding with EGLE.
- Represents the Department at conferences and public meetings to explain environmental procedures, policies, programs, and region-specific projects.
- Works with the Office of the Attorney General and represents the region at hearings.
- Manages the Grand Region Threatened and Endangered Species program.
- Manages the Grand Region Wetland Spatial Data Collection program.

Duty 3 **Percentage: 10**

Other duties as assigned.

- Completes complex assignments for region leadership regarding Department environmental programs and policies.
- Participates as a member on various region and statewide teams.
- Participates in local Cooperative Species Management Area (CISMA) groups to protect our state resources by controlling the spread of invasive species and protecting water resources.
- Conducts special environmental projects as directed by the Region Engineer.
- Identifies opportunities and makes recommendations for new technologies and methods to improve and create efficiencies in the Region's environmental permitting and compliance programs.
- Writes procedures, guidance documents, and recommends policies for the Region's environmental permitting and compliance programs.
- Stays current with changes to state/federal laws, rules, and regulations and provides technical direction/consultation to MDOT staff.
- Participates in roadside studies relating to habitats and invasive species to identify flora and/or fauna that is invasive to the area.
- Serves as a backup to the Operations Resource Specialist for the Grand Region.
- Other duties as assigned.

Types of decisions made independently and whom or what those decisions affect: The Region Development Resource Specialist acts with delegated authority from the Region Engineer on environmental subjects and requires independent judgment that can significantly impact both Operations and Development divisions within the Region. This position makes decisions regarding compliance with environmental regulations, Region policy, permit requirements, etc. on construction and maintenance projects, and recommends any necessary remedial actions. Region leadership and staff rely on the expert advice/direction of this position to assist with decisions to perform their work. This position directs MDOT staff and contractors to follow all environmental regulations and is responsible to manage any follow up coordination with the associated regulatory agency. This includes the negotiation of permit revisions, compliance violation requirements, and required work/remedy related to the violation.

Decisions made by this position may affect the completion of region projects and affect project schedules and federal funding if not in compliance or in violation of state and federal regulations.

Types of decisions that require the supervisor's review: Decisions involving environmental noncompliance, including fines by outside agencies. Conflicts in policy, procedures, goals, objectives, and unique situations with no precedent or for larger political implications.

Physical effort used to perform this job and environmental conditions of this position: Work involves substantial field work which includes traversing over debris, wading in water/swamps, navigating fences, transporting medium loads (approximately 30 pounds), working adjacent to traffic, on uneven terrain, and working in inclement weather occasionally.
Traveling to project locations/meetings frequently.
Operating a computer - frequently.
This position requires possession of a valid driver's license.
Position may require availability outside normal working hours based on operational needs.

Names and classes and levels of employees whom this position immediately supervises:

Essential functions of this position: The Grand Region Development Resource Specialist oversees and verifies environmental regulatory compliance throughout all phases of pre-construction and construction activities including ensuring environmental clearance is obtained for all projects. This position serves as the delegated region authority and single point of contact for the Region's environmental programs and/or plans and works directly with the Associate Region Engineer of Development, Region Project Managers, Transportation Service Center (TSC) Project Managers as well as state and federal regulatory agencies. Duties of this position include, but are not limited to, resolving complex and controversial environmental compliance issues; overseeing the work and activities of contractors, consultants, design, maintenance, construction, and permit staff on environmental compliance; working to ensure statewide consistency; and representing departmental policies, procedures, and programs at various conferences, public meetings, and hearings.

This position requires possession of a valid driver's license to perform field reviews of projects and roadside studies.

Function of the work area: The position is responsible for providing professional guidance and expert advice to the Associate Region Engineer in Development, TSC Managers, and the Region Engineer, in the field of environmental regulations and compliance, related to Department programs and policy. The Development Resource Specialist serves as the designated point of contact (liaison) with tribal governments and local, state, and federal agencies on behalf of the Region with respect to complex and controversial compliance matters involving environmental regulations.

Education, experience, and credentials typically needed to perform the position's essential functions [Equivalent combinations of education and experience can also be evaluated on an individual basis for applications providing sufficiently detailed descriptions of the other experience.]:

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 Specialist 13
Four years of professional experience in the protection, development and maintenance of land, water, or natural resources, including two years equivalent to the experienced (P11) level in state service; or, one year equivalent to the senior (12) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- construction methods
- the MDOT design process
- hydraulic requirements for permittable activities
- NEPA
- MDOT Real Estate process

Ability to:

- read and interpret road and bridge construction plans
- perform the NEPA Environmental Classification Documentation functions per FHWA standards
- complete wetland delineations per USACE and EGLE requirements

CERTIFICATES, LICENSES, REGISTRATIONS:
- Possession of a valid driver's license is required and must be maintained throughout employment in the position.
- Preferred: Possession of or ability to obtain Michigan Occupational Safety and Health Administration (MIOSHA) Hazardous Waste Operations and Emergency Response Standard (HAZWOPER)-40 hour certification, EGLE Soil Erosion & Sedimentation Control (SESC) Construction Stormwater Operator and Plan Review & Design Training Certificates, USACE Wetland Delineation Procedures Training, and ability to obtain training in wetland plant, shrub, and tree identification.