

**State of Michigan**  
**Civil Service Commission**  
 Capitol Commons Center, P.O. Box 30002  
 Lansing, MI 48909  
**POSITION DESCRIPTION**

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b> Vacant	<b>8. Department/Agency</b> Department of Environment, Great Lakes, and Energy
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Environmental Quality Analyst 12	<b>10. Division</b> Remediation and Redevelopment Division
<b>5. Working Title (What the agency calls the position)</b> Senior Project Manager	<b>11. Section</b> Superfund Section
<b>6. Name and Position Code Description of Direct Supervisor</b> Robert L. Franks, Environmental Manager 14	<b>12. Unit</b> Budget Tracking and Site Management Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> David A. Kline, State Administrative Manager 15	<b>13. Work Location (City and Address)/Hours of Work</b> Constitution Hall, 525 W. Allegan St., Lansing, MI 48933/ 40 hours per week
<b>14. General Summary of Function/Purpose of Position</b>	
<p>Independently manage, oversee, and coordinate all aspects of the investigation and cleanup of the most highly complex sites of environmental contamination in accordance with the Federal Comprehensive Environmental Response, Compensation and Liability Act (CERCLA or Superfund) and Part 201, Environmental Remediation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Complex sites are those sites that require exceptional judgment and substantial technical expertise due to on-site hazards and threats, technical complexities, size and scope of the investigation or cleanup, and/or community concerns. These activities are conducted with minimal supervisory oversight.</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 of Duty 1**                      **% of Time 60**

Manage state-lead projects to remedy the public health and environmental hazards posed by the most complex or controversial hazardous waste sites, including those with multiple contaminants and/or emerging types of contaminants that pose a significant danger/impact to human health and the environment. This includes managing remedial investigations, feasibility studies, remedial designs, remedial actions, and operation and maintenance of remedies; as well as managing the state's role in non-time critical emergency removal actions. Responsible for directing escalated enforcement actions and/or negotiating and overseeing compliance with legally enforceable agreements with potentially responsible parties (PRPs) at state enforcement lead sites. Responsible for developing and leading all community relations activities at state-lead projects. Responsible for all aspects of writing, procuring, expending, tracking and reporting of significant and complex site-specific federal grants that fund remediation activities on state-lead fund financed sites. Has overall responsibility for preparation of contractor bid documents, and then the solicitation, review, award, oversight and payment of site remediation contractors.

Management of projects is performed with little supervision or oversight and requires independent decision making.

**Individual tasks related to the duty.**

1. Develop and procure contracts for environmental consulting services and remedial contractors.
2. Development and review of site planning documents including work plans, design plans, site health and safety plans, field sampling plans, quality assurance and project plans for the performance of remedial investigations, feasibility studies, remedial design, and remedial actions as well as operation and maintenance.
3. Provide on-site supervision and coordination of consultants and cleanup contractors.
4. Coordinate with other Department of Environment, Great Lakes, and Energy (EGLE) divisions and other state agencies as well as federal and local agencies to facilitate the successful investigation and cleanup of sites of environmental contamination.
5. Contract management and invoice review and approval.
6. Manage site budgets.
7. Coordinate and participate in enforcement negotiations with liable parties.
8. Oversee all aspects of PRP compliance with court orders, settlement terms or enforceable agreements.
9. Develop and implement community relations programs for each site, including serving as a panel member at public meetings, responding to questions from the public.
10. Development and review and approval of technical documents summarizing the results of state-lead investigations. Duties require compilation and interpretation of analytical and investigation-derived data, review of risk, evaluation of remedial alternatives, and recommendations for remedial actions.
11. Coordinate and arrange for input from subject matter experts such as attorneys, toxicologists, geologists, engineers, etc., as the need arises.
12. Development of Proposed Plans, Responsiveness Summaries, and Records of Decision for determination of appropriate remedial actions to be taken to address contamination.
13. Prepare site-specific budgets for grant applications. Budgets are based on estimation of Full Time Employees needed to oversee and manage the work as well as to cover the expenses associated with engineering and construction contractors.
14. Write grant applications including scopes of work for submittal to the United States Environmental Protection Agency (U.S. EPA).
15. Track and manage individual site expenditures.
16. Maintain sufficient financial and technical records to facilitate reporting requirements and cost recovery.
17. Prepare site-specific semiannual progress reports to the U.S. EPA detailing activities performed and expenditures incurred throughout the reporting period.
18. Prepare funding requests for state funds to be used for independent state cleanup actions or to provide state matching funds for federal expenditures.

Duty 2

**General Summary of Duty 2**

**% of Time 30**

Provide management assistance to the U.S. EPA at sites of environmental contamination where the state is not the lead agency or entity. Site lead is typically PRP or U.S. EPA and their contractors.

**Individual tasks related to the duty.**

1. Manage sites where PRPs introduce a team of technical and legal staff requiring the same of EGLE.
2. Assist in the development of scopes of work.
3. Review and provide comments on site planning documents including site investigation work plans and field sampling plans. Participate in negotiations with the PRPs and provide extensive technical support to the U.S. EPA to assure incorporation of minimum investigation requirements in PRP-lead studies.
4. Review technical reports summarizing investigations, containing baseline risk assessments and remediation alternatives. Provide technical support to the U.S. EPA and their contractors in determining the risks posed to human health and the environment from contamination and identifying appropriate cleanup alternatives.
5. Coordinate and arrange for input from subject matter experts such as attorneys, toxicologists, geologists, engineers, etc., as the need arises.
6. Identify appropriate Applicable or Relevant and Appropriate Requirements under state statutes and associated rules and represent the state of Michigan in assuring that these requirements are applied to sites.
7. Maintain regular communication and coordination with the U.S. EPA and PRPs.
8. Provide oversight of field work to ensure that all work is conducted in compliance with state and federal law.
9. Participate in community relations and respond to public information inquiries and questions/concerns.
10. Procure funding for management assistance; manage grant, report expenditures and accomplishments to the U.S. EPA semiannually. Assure appropriate expenditure of funds.
11. Initiate and participate in negotiation of Superfund State Contracts, to provide the state's 10 percent cost share on U.S. EPA-lead, fund financed sites.

Duty 3

**General Summary of Duty 3**

**% of Time 5**

Represent the department in responding to inquiries from various public, press, legislative, or other political bodies concerning EGLE's actions at sites of environmental contamination.

**Individual tasks related to the duty.**

1. Write effective and knowledgeable responses to inquiry letters for unit, section, and division chief signature which state Superfund and EGLE's positions on various controversial issues concerning site remedial activities.
2. Provide press interviews and fill freedom-of-information requests.
3. Conduct meetings with various local, county, or state political bodies to provide information on site activities or site remediation plans.

Duty 4

**General Summary of Duty 4**

**% of Time 5**

Other duties as assigned.

**Individual tasks related to the duty.**

1. Make presentations to special interest groups.
2. Chair interview committee and perform all the duties associated with hiring new section personnel, as directed.
3. Perform process of new employee orientation, as directed.
4. Participate on work groups and committees, as directed.
5. Occasionally, participate in field work in support of a site assessment or brownfield assessment conducted by staff of the Superfund Section Site Assessment and Site Management Unit.
6. Other tasks as assigned.

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

Decisions are made while evaluating technical data and documents and while planning, directing, and overseeing investigations and cleanups of the most complex or controversial sites of environmental contamination. Those affected by these types of decisions include the general public, PRPs, environmental consultants, contractors, the U.S. EPA and EGLE personnel. The overall goal of the job is to reduce the risks posed by contaminated sites to the public health, safety, and welfare, or the environment and natural resources. The direct consequences of inaction could be as serious as physical injury or death as a result of unsafe or ill-advised decisions made at a site. The broader consequences of inaction could result in failure to reduce public health risk and damage to the environment.

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

1. Remedy selection approval.
2. Written correspondence.
3. Decisions that involve program, policy, or procedure.
4. Federal funding/grant application issue.
5. State funding and procurement issues.

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

Physical activities include frequent standing, walking and sitting, occasional bending, lifting, carrying, bailing, sampling, and climbing. Environmental conditions include periodically encountering atmospheres containing elevated levels of organic, inorganic, corrosive and/or otherwise hazardous vapors in weather conditions ranging from hot to very cold and wet to dry. Personal protection equipment may be necessary to minimize potential exposure to hazardous materials. In conditions of temperature extremes, use of personal protection equipment adds a level of hazard to the job with concerns including heat exhaustion and slip/trip/fall hazards. This position requires Occupational Safety and Health Administration (OSHA) 40-hour hazardous material handling training, annual 8-hour refresher courses on hazardous materials and annual physical examinations for approval of physical fitness. The employee must be able to recognize conditions that necessitate removal of personnel from the area when exposures could exceed safe levels. Generally, the amount of time spent can be broken into these categories: 80 percent office; 20 percent field. Intensity most applies to the field aspect of work and is best characterized as moderate.

**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. (If more than 10, list only classification titles and the number of employees in each classification.)**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

**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.<br><input type="checkbox"/> Provide formal written counseling.<br><input type="checkbox"/> Approve leave requests.<br><input type="checkbox"/> Approve time and attendance.<br><input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Assign work.<br><input type="checkbox"/> Approve work.<br><input type="checkbox"/> Review work.<br><input type="checkbox"/> Provide guidance on work methods.<br><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?**

To perform the tasks necessary to carry out our program responsibilities at hazardous waste and environmentally impaired sites in the work unit under the federal Superfund and the state Part 201 Programs. Provide on-site supervision for hazardous waste cleanup activities supported by public funds from state and federal sources or by private funds.

To be successful in this position, the following competencies have been identified as essential: *Communication, Technical/Professional Knowledge, and Decision Making.*

Employee must be able to deal with a variety of public and private officials and the public under potentially antagonistic conditions. Also, must have ability to communicate and deal effectively with people at all skill levels, other agencies and the public. Strong writing skills are essential.

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

This position is now working independently and has taken on responsibility of managing/overseeing all aspects of the investigation and remediation activities for complex environmental contamination sites.

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

To organize, supervise, and conduct the special studies necessary to remediate environmental contamination due to uncontrolled hazardous materials; and to oversee implementation of the remedial actions necessary to remedy incidents of environmental contamination under the Federal Superfund and Part 201 Programs. The work area performs the necessary technical and administrative activities to evaluate and reduce risk at sites of environmental contamination in the state, which appear on the federal Superfund list. This position supports these functions by independently managing activities at the most complex sites to ensure compliance with state and federal laws.

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

**EDUCATION:**

Bachelor of Science in physical, biological, or environmental sciences, resource development, resource management or engineering.

**EXPERIENCE:**

Three years of professional experience as an Environmental Quality Analyst in state service or equivalent engineering or scientific experience in an environmental protection and/or regulatory program, including one year of experience equivalent to an experienced level Environmental Quality Analyst in state service.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the federal Superfund Program, the state cleanup/Part 201 programs; knowledge of and ability to use personal protective and sampling equipment; knowledge of the federal procurement and cooperative agreement process; knowledge of hazardous waste regulations and cleanup; and good communication skills and ability to work with other agencies and the public.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

40-hour hazardous waste operator (HAZWOPER) training with annual 8-hour update, annual medical monitoring and must have valid driver license.

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



March 31, 2021

Supervisor's Signature

Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

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

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

Appointing Authority Signature

Date

**TO BE FILLED OUT BY EMPLOYEE**

*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's Signature

Date

**NOTE: Make a copy of this form for your records.**