

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. ENVRMGR3

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 ENVIRON, GREAT LAKES & ENERGY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Environmental Manager-3	10. Division Remediation and Redevelopment Division
5. Working Title (What the agency calls the position) Detroit District Office Manager	11. Section Field Operations Section – East
6. Name and Position Code Description of Direct Supervisor MILLER, MARY T; STATE ADMINISTRATIVE MANAGER-1	12. Unit Detroit District Office
7. Name and Position Code Description of Second Level Supervisor MOSHER, JOSHUA M; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work / 8:00 a.m. – 5:00 p.m.

14. General Summary of Function/Purpose of Position

As a district office supervisor in the Field Operations Section, the function/purpose of this position is to supervise professional staff in the administration of Part 201, Environmental Remediation; and Part 213, Leaking Underground Storage Tanks; of the Natural Resources and Environmental Protection Act (NREPA), 1994 PA 451, as amended, and portions of the Brownfield Redevelopment Financing Act, 1996 PA 381, as amended, in the area served by the Detroit District Office. This position is responsible for establishing priorities for cleanup and other response actions, escalated enforcement actions, and reviewing and approving work generated by subordinates. This position is designated as security-sensitive and therefore requires a Criminal History Background Check.

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

Manage and supervise field office staff through planning, making assignments, and coordinating the implementation of all field components of the division's programs in the area served by that office.

Individual tasks related to the duty:

- Identify and define the types and volume of the workload of the field office.
- Organize and assign the performance of the work.
- Assign priorities, resolve priority conflicts, and coordinate workloads.
- Develop improvements to processes, systems, and procedures for doing the work.
- Specify expectations through position descriptions, performance objectives, and other appropriate means.
- Approve leave requests and time reports.
- Communicate effectively with staff regarding general division activities, issues, and policies.
- Provide input to the division and department planning processes.
- Assure that pertinent data is entered into program databases in an accurate and timely manner.
- Participate in the RRD Field Management team to assure consistency in the district's performance relative to the rest of the state with respect to division policies and procedures.

Duty 2

General Summary:

Percentage: 35

Monitor the performance of staff and the division's work in the area served by the field office.

Individual tasks related to the duty:

- Track, review, evaluate, and report staff performance and program outputs using division tracking systems.
- Track, review, and authorize, as appropriate, expenditures of staff time and budgeted resources.
- Participate in RRD peer review processes.
- Identify and correct any actions not conducted pursuant to expectations.
- Identify and highlight actions performed in a manner that exceeds expectations.
- Align staff performance with position descriptions.

Duty 3

General Summary:

Percentage: 10

Train and direct staff in performance of the division's work in the area served by the district office.

Individual tasks related to the duty:

- Instruct staff in administrative and programmatic processes, procedures, and interpretations.
- Resolve internal and external disputes in the interpretations of specific circumstances.
- Assure field office personnel develop and maintain personal training plans and facilitate participation in appropriate training opportunities consistent with workload and budget constraints.

Duty 4

General Summary:

Percentage: 10

Communicate with parties outside the division to facilitate their knowledge and use of the program to achieve the intent of the statutes.

Individual tasks related to the duty:

- Participate in meetings, conferences and work groups with a wide range of interested parties. Travel throughout the State is required but will be primarily within the area served by the district office.
- Communicate and coordinate effectively with local governmental authorities and other agencies in the district's geographic area.
- Be cognizant of EGLE customers and provide professional, courteous response.

Duty 5

General Summary:

Percentage: 5

Participate in special projects relative to environmental protection and other assignments as per the Field Operations Supervisor, Assistant Division Director, or Division Director. Assist Field Operations Manager in his/her absence.

Individual tasks related to the duty:

- Travel throughout the State as required.

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

Decisions regarding use of staff time, local purchasing, and compliance with applicable cleanup standards are made independently. Individual staff, property owners, developers, and other parties impacted by contaminated properties are affected require supervisory review.

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

Decisions regarding the use of public funds for environmental response actions, use of own leave, and appointments to vacant positions require supervisor's review. Program and division policy problems and/or interagency relation problems with program wide significance.

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.

The individual in this position is expected to respond in a supervisory capacity to emergency situations regarding possible resource contamination and/or fire safety/hazard. Travel is required. Much of the activity in this position will involve working with sites regarding cleanup of hazardous materials. The individual must be physically able to work outside. The potential exists for exposure to hazardous materials. The physical intensity of the work is dependent upon the condition (heat, cold, rain, etc.) that exists and the duration of the activity.

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.

NAME	CLASS TITLE	NAME	CLASS TITLE
VENS, BETH	ENVIRONMENTAL MANAGER-2 13	SCHEELS, JOSHUA R	ENVIRONMENTAL QUALITY SPL 2 13
HOIN, STEVEN J	GEOLOGIST-A 12	LARSON, ERIC A	ENVIRONMENTAL QUALITY ALT-A 12
GURSHAW, ERIK A	GEOLOGIST-E P11	REED, KRISTA D	ENVIRONMENTAL QUALITY ALT-A 12
MCKEEVER, RANDALL E	ENVIRONMENTAL QUALITY ALT-E P11	MCGREGOR, RICHARD E	ENVIRONMENTAL QUALITY ALT-E P11
COBURN, LORIE L	GENERAL OFFICE ASSISTANT-A 8		

Additional Subordinates

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

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

The position serves as a unit supervisor in the Field Operations Section. The function/purpose of this position is to supervise professional and support staff in the administration of Part 201, Environmental Remediation; and Part 213, Leaking Underground Storage Tanks; of the Natural Resources and Environmental Protection Act (NREPA), 1994 PA 451, as amended, and portions of the Brownfield Redevelopment Financing Act, 1996 PA 381, as amended, in the area served by the Detroit District Office. This position is responsible for establishing priorities for cleanup and other response actions, escalated enforcement actions, and reviewing and approving work generated by subordinates. The position also participates in the management team in the Field Operations Section.

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

New establishment

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

This is a district office within the Field Operations Section of RRD and as such, its primary function is to implement and administer the field functions of Part 201, Environmental Remediation; and Part 213, Leaking Underground Storage Tanks; and Part 215, Michigan Underground Storage Tank Financial Assurance; of the Natural Resources and Environmental Protection Act (NREPA), 1994 PA 451, as amended, and portions of the Brownfield Redevelopment Financing Act, 1996 PA 381, as amended, in nine counties in west Michigan. This position provides direct supervision of project managers and support staff who conduct, review, and oversee actions taken pursuant to the statutes. The position also contributes to the management team in the section, assisting in establishing policies, procedures, and practices to effectively implement the statutes.

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 the physical sciences, biological sciences, resource management, sanitary science, environmental health, engineering, geology, or in geological, petroleum, or mining engineering.

EXPERIENCE:

Environmental Manager 14

Five years of professional experience in an engineering or scientific field carrying out geological and/or environmental activities to protect, develop and maintain natural resources; working in an environmental protection program; or, enforcing environmental health or environmental protection laws, including three years equivalent to the experienced (P11) level, two years equivalent to the advanced (12) level, or one year equivalent to a 13-level specialist or manager.

KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent communication skills are necessary to allow the individual to interact effectively with a wide variety of interested parties regarding technical, legal, and economic aspects of the cleanup program. An ability to effectively manage the program and staff with limited resources is required; and the ability to facilitate resolution of policy issues, disputes, disagreements, and alternative and sometimes contradictory proposals are necessary.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Motor Vehicle Operators License is preferred.

40-Hour Safety Training for Hazardous Materials and 8-Hour Annual Refresher Certificate.

Criminal History Background Check Required.

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