

1. Position Code
EQALTEB76R

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

Federal privacy laws and/or state
confidentiality requirements protect
a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.) Vacant	8. Department/Agency Environment, Great Lakes, and Energy
3. Employee Identification Number Vacant	9. Bureau (Institution, Board, or Commission) N.A.
4. Civil Service Classification of Position Environmental Quality Analyst 9-P11	10. Division Remediation and Redevelopment
5. Working Title of Position (What the agency titles the position) Project Manager	11. Section Field Operations
6. Name and Classification of Direct Supervisor Ann Person, Environmental Manager 14	12. Unit Bay City District Office
7. Name and Classification of Next Higher Level Supervisor Mary Miller, Environmental Manager 15	13. Work Location (City and Address)/Hours of Work 401 Ketchum, Bay City, MI 48708 / 40 hour week
14. General Summary of Function/Purpose of Position This position manages, coordinates, audits, oversees, and conducts the identification, investigation, and remediation of sites where hazardous substances may have been released into the environment, pursuant to Part 213, Leaking Underground Storage Tanks, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), and Part 201, Environmental Remediation, of the NREPA, and other applicable state and federal statutes and regulations. This function is accomplished in accordance with statutory authority and the policies and procedures of the Remediation and Redevelopment Division (RRD) at sites of environmental contamination, within an assigned geographic area and as otherwise assigned.	
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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, 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 50

Function on a continuing basis to respond to, investigate, evaluate, confirm, and determine the risk of potential sites of environmental contamination; identify, notice, facilitate, and oversee liable/responsible party corrective actions/response activities; evaluate liable/responsible party compliance with Part 213 and Part 201, and other applicable state and federal statutes and regulations; and facilitate brownfield redevelopment projects by working with local units of government and development interests utilizing available redevelopment tools pursuant to applicable state and federal statutes and regulations. These duties would be conducted initially under close supervision and guidance of a supervisor and senior level staff, then progressing to a greater degree of independence.

Individual tasks related to the duty.

Conduct inspections; investigate sites of environmental contamination; utilize various environmental sampling and monitoring equipment; collect samples of various environmental media; interpret and report environmental quality and environmental contamination source data; identify and notice liable/responsible parties; oversee liable/responsible party corrective actions/response activities; review and coordinate the review of liable/responsible party corrective actions/response activity work plans, reports, and other submittals; assess the quality of liable/responsible party corrective actions/response activities relative to state statute; evaluate completeness of corrective actions/response activities; determine compliance of remedial activities with applicable cleanup criteria; determine compliance of corrective actions/response activities with Part 213 and Part 201 and other applicable state and federal statutes and regulations; prepare administrative records; hold public meetings; and review and respond to public comments.

Duty 2

General Summary of Duty 2

% of Time 30

Function on a continuing basis to manage, coordinate, conduct, evaluate, implement, and lead all aspects of state-funded environmental corrective actions/response activities at sites of environmental contamination, pursuant to Part 213, Part 201, and other applicable state and federal statutes and regulations. These duties would be conducted initially under close supervision and guidance of a supervisor and senior level staff, then progressing to a greater degree of independence.

Individual tasks related to the duty.

Identify project tasks that need to be performed; develop scopes of work and work statements; estimate the costs of projects; determine schedules and labor necessary to complete projects; request and evaluate projects; evaluate conflict of interest issues with contractors; oversee the development of project work plans; oversee the development of project bid documents; oversee the preparation and implementation of contracts; prepare contract change orders; prepare contract specification change documents; negotiate price changes with contractors; monitor compliance of project activities with applicable or relevant and appropriate requirements (ARARs); request and obtain legal access from property owners to conduct corrective actions/response activities; supervise and oversee the work of level of effort, project management, professional, discretionary, hazardous waste, and construction service contractors; coordinate project activities with federal, state, and county agencies, contractors, and private citizens; utilize various environmental sampling and monitoring equipment; oversee the development of project reports; monitor activities to ensure progress and completion of scheduled work; review and interpret data and reports; review and approve vendor invoices for payment; provide technical support to RRD's Administration Section, the Department of Technology, Management, and Budget, and the Department of Attorney General in contract disputes; present information to interested parties throughout and at the completion of projects; prepare administrative records; hold public meetings; review and respond to public comments; and assist supervisor with the preparation of project fund requests to the legislature and federal grant programs.

Duty 3

General Summary of Duty 3

% of Time 3

Identify liable/responsible parties, prepare escalated enforcement referrals to address noncompliant liable/responsible parties, and support escalated enforcement actions.

Individual tasks related to the duty.

Obtain and review file material, property title searches, corporate records, and other documents to identify liable/responsible parties; develop notice and demand letters to liable/responsible parties to identify regulatory requirements and required response activities; evaluate liable/responsible party compliance and identify areas of noncompliance; initiate escalated enforcement actions against noncompliant liable/responsible parties; develop case evidence, briefing reports, and other materials documenting noncompliance with Part 213 and Part 201 and other applicable state and federal statutes and regulations; provide technical support to the RRD's Compliance and Enforcement Section, the Department of Attorney General, and the Department of Natural Resources' Law Division in escalated civil and criminal actions; and provide factual and expert witness testimony.

Duty 4

General Summary of Duty 4

% of Time 10

Provide information on contaminated sites and corrective actions/response activities to affected customers and actively support the division's mission by providing professional customer service.

Individual tasks related to the duty.

Participate in public meetings and presentations; provide guidance documents and information to interested parties; populate and maintain the division's databases to provide timely information to divisional and departmental management and the public; respond to Freedom of Information Act requests; and serve as a resource to district RRD staff, other district staff, legislative staff, community and special interest groups, private businesses and organizations, other federal, state, county, and local agencies, print and broadcast media, and the public.

Duty 5

General Summary of Duty 5

% of Time 3

Respond to calls from the Pollution Emergency Alert System or citizen complaints involving spills or other releases of hazardous substances, within an assigned geographic area and on a 24-hour basis.

Individual tasks related to the duty.

Serve as departmental on-scene contact and provide technical and regulatory guidance to first responders; provide assessments to determine potential impacts to human health and the environment; provide guidance on the immediate control or minimization of losses to the environment; identify, notify, facilitate, and oversee liable/responsible parties in conducting emergency response activities; as necessary, notify other federal, state, county, or local agencies or programs; as necessary, conduct state-funded emergency response activities by requesting funding authorization, developing scopes of work, procuring contractors, managing and supervising contractor activities, approving contractor invoices, and closing contracts; and document the release, response activities, and resulting site conditions.

Duty 6

General Summary of Duty 6

% of Time 4

Other duties as assigned.

Individual tasks related to the duty.

Conduct other tasks as assigned by supervisor.

- 16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

The individual in this position independently makes decisions involving acceptable and unacceptable risks to the public health and the environment, while writing or reviewing technical work plans, reports, and other documents and while planning, implementing, or managing site investigations, remedial actions, or other corrective actions/response activities. These decisions affect the public health and the environment.

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

The individual in this position does not independently make decisions involving unit work prioritization, departmental or divisional program policies, state-funding authorization, and those decisions delegated to the Field Manager.

- 18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.**

The individual in this position spends approximately 3/4 work time in an office and 1/4 work time outdoors. Driving to and from sites of environmental contamination and meetings is required. Office work includes (for long periods of time): sitting, reading submittals, typing at a computer keyboard, and talking on the telephone. Outdoor work includes (occasionally or periodically): conducting emergency hazardous substance spill responses; conducting site inspections; standing for long periods of time; walking long distances on uneven terrain; being exposed to temperature extremes, precipitation, heavy equipment noise, and hazardous substances requiring limited personal protective equipment; and collecting environmental samples which may require bending, stooping, crouching, kneeling, reaching, twisting, and lifting/carrying heavy objects (less than 30 pounds).

- 19. List the names and classification titles of classified employees whom you immediately supervise or oversee 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. My responsibility 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.

- 21. I certify that the above answers are my own and are accurate and complete.**

Signature

Date

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

TO BE COMPLETED BY DIRECT SUPERVISOR

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

Yes

23. What are the essential duties of this position?

The individual in this position provides project management for state-funded and private party sites of environmental contamination and technical assistance to the regulated community, within an assigned geographic area, and as assigned.

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

N.A.

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

The RRD Bay City District is responsible for the investigation and cleanup of sites of environmental contamination by overseeing work by private parties or utilizing legislatively-appropriated funds, pursuant to Part 213 and Part 201 of the NREPA, and other applicable state and federal statutes and regulations. The individual in this position is essential in the implementation of Part 213 and Part 201 to assure adequate protection of the public health, safety, and welfare and the environment. Additionally, the individual in this position provides easily accessible, customer friendly, and expert knowledge to the regulated community, consultants, local units of government, and the public regarding the regulation and process of environmental contamination site cleanups.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Bachelor's degree in the geological, physical, biological, natural resources, environmental engineering, or environmental studies or sciences.

EXPERIENCE:

EQA 9 – No specific amount or type of experience is required.

EQA 10 – Minimum one year of professional experience as an EQA 9 level in state service or equivalent engineering or scientific experience in an environment protection and/or regulatory program.

EQA P11 – Minimum one year of professional experience as an EQA 10 level in state service or equivalent engineering or scientific experience in an environment protection and/or regulatory program.

KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of environmental laws, regulations, and programs, specific knowledge of Part 213 and Part 201 of the NREPA.

Working knowledge of groundwater movement, chemistry, mathematics, geology, and cleanup technologies.

Ability to write clear and concise letters and reports.

Verbal skills that demonstrate the ability to effectively communicate with the general public.

Ability to interpret and evaluate scientific data.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan driver's license

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

27. 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

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

Appointing Authority's Signature

Date