

Position Code
1. EQALTE

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.

2.Employee's Name (Last, First, M.I.)	8.Department/Agency
VACANT	Environment, Great Lakes and Energy
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
4.Civil Service Position Code Description	10.Division
Environmental Quality Analyst Alt-E	Remediation and Redevelopment
5.Working Title (What the agency calls the position)	11.Section
Environmental Quality Analyst 9-P11	Field Operations
6.Name and Position Code Description of Direct Supervisor	12.Unit
Paul Owens; Environmental Manager-14	Detroit District Office
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Mary Miller, Environmental Manager-15	27700 Donald Court, Warren, Michigan 48092 / 80 Hours per pay period

14. General Summary of Function/Purpose of Position

Under the direction of a supervisor, manage investigation and remediation activities at sites of environmental contamination in accordance with Part 213 of the Natural Resources and Environmental Protection Act (NREPA), PA 451, 1994. The position also oversees site investigation and response activities conducted by contractors, consultants, project managers and liable parties. With supervision and peer guidance, evaluate site conditions and degree of contamination, prioritize site responses, and assist in evaluation and selection of remedial actions for contaminated sites, consistent with all the requirements of Part 201 and Part 213. Direct oversight of on-site cleanup activities, including sampling and cleanup verification.

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 55%

Initially, under close supervision and guidance of supervisor and senior level staff, progressing to a greater degree of independent decision making, act as project manager, as assigned, for sites of environmental contamination under Part 201 and 213 of the NREPA.

Individual tasks related to the duty.

- Evaluate various environmental reports submitted by private parties and their environmental consultants, pursuant to Part 201 and 213. Make decisions on the adequacy of the work performed by the private parties and negotiate appropriate cleanup levels and technologies.
- Use the available state contracting mechanisms to conduct investigation and remedial activities at state funding projects; negotiate and approve budgets, work plans, quality assurance project plans, safety plans, and other similar plan; oversee work to assure that it is technically correct and performed according to the contract, review and approve invoices.
- Review the design and operation of remedial technologies at sites, including multi-component remediation systems or technologies, innovative technologies, and changes to existing remediation systems and strategies.
- Ensure project activities are consistent with Part 201 and 213 and associated policies, and guidance documents.
- Maintain project documentation, technical documentation, activity reports, and financial records in accordance with EGLE policies.
- Provide information and endeavor to educate the public with respect to environmental contamination issues for specific assigned sites and/or geographic areas.
- Conduct field work to investigate corrective action activities, such as soil excavation, drilling, soil borings, monitor well installation, aquifer profiling, geophysical surveys, other environmental sampling to ensure state-funded work performed is in accordance with contract objectives.
- Maintain customer friendly attitude and professionalism when working with internal and external customers

Duty 2

General Summary of Duty 2 % of Time 15%

Initially, under close supervision and guidance of supervisor and senior staff, progressing to a greater degree of independent decision making, compel progress at sites that are out of compliance with Part 201 or 213 using compliance outreach/assistance, enforcement tools and state funding.

Individual tasks related to the duty.

- Maintain a list of non-compliant sites and prioritize site for future action.
- Work in conjunction with District Enforcement Coordinator (DEC) in identifying liable parties and assist with liability determinations.
- Negotiate site access with liable parties or current owner/operator. Work with supervisor to identify site for future state funding and take action to secure funds.
- Maintain technical documentation, activity reports, and financial records to support cost recovery action

Duty 3

General Summary of Duty 3 % of Time 15%

Initially, under close supervision and guidance of supervisor and senior level staff, progressing to a greater degree of independent decision making, evaluate technical documentation and make decision regarding the adequacy of the response activities or corrective actions for progress towards no further action or site closure, compliance with due care, and other applicable sections of Part 201 and 213.

Individual tasks related to the duty.

- As necessary, coordinate with other district and division staff for additional review. Additional reviews may include review by senior geologists, DEC's, toxicologists, Technical Assistance and Support Teams, etc.
- Prepare information for presentation of Final Assessment Reports (FARS), Corrective Action Plans (CAPs), Closure Reports, Response Activity Plans, No Further Action reports, Documentation of Due Care (DDCC), and other applicable submittals at District Peer Review (DPR) to maintain consistency with Division policy/guidance.
- Track closed sites for compliance with land use-based closure agreements, as needed.

Duty 4

General Summary of Duty 4 % of Time 15%

Maintain databases and tracking spreadsheets (including RIDE database) for assigned sites. Provide periodic updates for Unit Supervisor on activity, Perform administrative functions as necessary.

Individual tasks related to the duty.

- Regularly update database with site/project status for state funded sites.
- Regularly update database regarding status of private party lead sites.
- Generate project reports on a quarterly basis.

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

Initially, most project management decision making should be with close guidance of supervisor and senior staff. As incumbent gains experience, a greater degree of independent decision making is expected.

- Invoice approval
- Work plan approvals for state funded projects
- Developing recommendations associated with reviewing submittals/reports
- Site investigation and sample collection
- Prioritization of sites
- Initiating enforcement referrals

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

- Nomination of facilities for state funding of investigations, interim response, and remedial/corrective actions.
- Review and approval of escalated enforcement referrals.
- Approval/denial of submittals.

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.

This job involves working at various contaminated sites. Occasional work in wet weather or extreme heat or cold. Field work may involve walking long distances carrying sampling equipment, supplies, and samples. Employee must have a valid driver's license and be able to drive a vehicle and work alone.

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

22. What are the essential functions of this position?

This position serves as a project manager for contaminated sites in an assigned geographical area for the Detroit District Office. This position also provides technical assistance to the regulated community.

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

Position is currently vacant.

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

The District work area consists of Wayne County. The function of the work area is implementation of the division's assigned responsibilities to address sites of environmental contamination in a discrete geographic location within the state. This position is vital to the process and application of this division's mission and goals.

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

EDUCATION:

BS needed in Biological, Physical, or Environmental Sciences, more specifically:

Biology, Chemistry, Earth Science, Environmental Engineering, Environmental Health, Environmental Science, Environmental Studies, Geology, Geophysics, Microbiology

EXPERIENCE:

EQA 9 is entry level. The EQA 10 level requires one year of experience equivalent to the EQA 9 level. The EQA 11 level requires one year of experience equivalent to the EQA 10 level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of groundwater movement, biology, chemistry, mathematics, and geology.
- Ability to write clear and concise letters and reports.
- Ability to effectively communicate verbally with the regulated community and general public.
- Basic computer skills
- Ability to adequately prioritize workload and meet deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid State driver's 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.

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.