

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
	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 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
Bennett, Bree; Environmental Manager-13	Kalamazoo District Office
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
David Harn; Environmental Manager-14	7953 Adobe Road, Kalamazoo, Michigan 49009 / 80 Hours per pay period

14. General Summary of Function/Purpose of Position

Under the direction of a Unit Supervisor, manage investigation and remediation activities at sites of environmental contamination in accordance with Part 201 and Part 213 of Michigan's 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 40%

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, and other applicable state and federal statutes and regulations.

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 funded projects; negotiate and approve budgets, work plans, quality assurance project plans, safety plans, and other similar plans; 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, 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 20%

Initially, under close supervision and guidance of supervisor and senior level staff, progressing to a greater degree of independent decision making, compel progress at sites that are out of compliance with Part 201 or Part 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 sites for future action. • Work in conjunction with District Enforcement Coordinator (DEC) in identifying liable parties and assist with liability determinations.
- Provide compliance assistance and conduct preliminary negotiations with liable parties, attorneys, and consultants. Advise DEC and Unit Supervisor on cases with further negotiations and if necessary, refer cases for enforcement actions.
- Negotiate site access with LP(s) or current owner/operator. Work with Unit Supervisor to identify sites for future state funding and take actions to secure funds.
- Maintain technical documentation, activity reports, and financial records to support cost recovery actions.

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, oversee field activities for specific geographic areas. Respond to complaints from citizens and other governmental agencies regarding pollution incidents.

Individual tasks related to the duty.

- Conduct audits of field investigation activities, such as drilling, soil borings, well installation, aquifer profiling, geophysical surveys, and environmental sampling to ensure proper characterization of site conditions. - Provide on-site consultation for contractors.
- Prepare activity reports documenting all field activities conducted and observed.
- Respond to complaint and incidents within assigned geographical areas.
- Coordinate with PEAS call center and District Incident Management Specialist to respond to pollution incident complaints.

Duty 4

General Summary of Duty 4 % 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 decisions regarding the adequacy of 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 Part 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 plans, Documentation of Due Care (DDCC), and other applicable 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 5

General Summary of Duty 5 % of Time 10%

Maintain databases and tracking spreadsheets (including RIDE database) for assigned site. Provide periodic updates to 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.

The individual in this position makes decisions involving acceptable and unacceptable risks to public health and the environment. Associated work activities include writing or reviewing technical work plans, reports, and other documents; and planning, implementing, or managing site investigations, remedial actions, or other corrective actions/response activities. Decisions as to the compliance status of liable/responsible parties are made as a result of review of technical documents submitted. Decisions on appropriate direction for site remediation are made when planning, directing, and/or overseeing investigations and remediation of sites of environmental contamination. These decisions affect public health, the environment, and future redevelopment. Those affected by these types of decisions include the general public, liable/responsible parties, consultants, contractors, and EGLE personnel.

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. |

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?

This position serves primarily as a project manager for contaminated sites in an assigned geographical area for the Kalamazoo District Office and provide technical assistance to the regulated community and other district staff as the staff person progresses towards a greater degree of decision making.

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

Position is currently vacant.

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

The District work area consists of an eight county area in and around Kalamazoo. 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.

26. 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 geology, hydrogeology, biology, chemistry, and mathematics.
- 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.