

<b>1. Position Code</b>
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**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> John Bradley, Environmental Manager 14	<b>12. Unit</b> Geology and Defense 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

**14. General Summary of Function/Purpose of Position**

The primary function of this position is to independently manage, oversee, and coordinate the investigation and cleanup of the most highly complex federal facility sites of environmental contamination in accordance with the Defense Environmental Restoration Program (DERP), 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.

- 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 80**

This position will manage or provide management assistance in, oversee, and coordinate the review and oversight of cleanup activities at the most complex Department of Defense (DoD) sites of environmental contamination in accordance with the Defense Environmental Restoration Program (DERP), 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 (Part 201). This position will ensure DoD compliance with the DERP, the associated Defense and State Memorandum of Agreement (DSMOA), CERCLA and Part 201. Management of projects is performed with little supervision or oversight and requires independent decision making.

This position will manage or provide management assistance on environmental 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, or providing management assistance on 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). Responsible for developing and leading various community relations activities. This position may require the senior EQA to represent the department with senior state, federal, and/or private and public entities.

This position is responsible for management of assigned sites where state or federal agencies, or Potentially Responsible Parties (PRPs) are committing significant resources for site activities. These resources may include technical and/or legal personnel as well as financial resources. This position is responsible for reviewing, procuring, expending, tracking, and reporting of significant and complex site-specific and program specific state and federal grants and agreements. Responsibility for preparation of contractor bid documents, and then the solicitation, review, award, oversight, and payment of site remediation contractors.

**Individual tasks related to the duty.**

1. Review historical site information files, documents, and records.
2. Review, provide comments on and assist in the development 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. Participate in negotiations with the DoD and Potentially Responsible Parties (PRPs) and provide extensive technical support to the DoD to assure the adequate investigation requirements are performed in site studies.
4. Provide on-site supervision and coordination of certain EGLE staff, consultants and cleanup contractors.
5. 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.
6. Contract management and invoice review and approval.
7. Develop and implement community relations programs for each site, including serving as a panel member at public meetings, responding to questions from the public.
8. Review technical reports summarizing investigations, potentially containing risk assessments and remediation alternatives. Provide technical support to the DoD, EPA and/or PRPs and their contractors in determining the risks posed to human health and the environment from contamination and identifying appropriate cleanup alternatives.
9. Coordinate and arrange for input from subject matter experts such as attorneys, toxicologists, geologists, engineers, etc., as the need arises.
10. Track and manage individual site expenditures.
11. Prepare funding requests for state funds to be used for independent state cleanup actions.

12. 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.
13. Maintain regular communication and coordination with the DoD, the USEPA and/or the PRPs
14. Report and document as appropriate on these site activities and negotiations for purposes of developing an administrative record.
15. Report back and work with internal management and the DSMOA Coordinator and advise accordingly.
16. Participate in community relations and respond to public information inquiries and questions/concerns.
17. Work with management and the DSMOA Coordinator to procure funding for management assistance; and assure appropriate expenditure of funds.
18. Prepare site-specific budgets for DSMOA funding and grant applications. Prepare the state portion of the Joint Execution Plan for assigned sites. Procure funding as necessary, report expenditures and accomplishments as appropriate. Assure appropriate expenditure of funds. Maintain sufficient financial and technical records to facilitate reporting requirements and cost recovery.
19. Advise management and the DSMOA coordinator on changes in policy, rules and guidance that have program implications. Identify conflicts in DoD and other federal policies, with rules or guidance and State requirements under Part 201.

Duty 2

**General Summary of Duty 2**                      **% of Time 10**

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.
4. Provide expert witness testimony in depositions to aid in legal proceedings related to assigned high profile and advanced sites of contamination.

Duty 3

**General Summary of Duty 3**                      **% of Time 10**

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. Addressing freedom-of-information requests.
6. Training and administrative
7. Other tasks as assigned.

Duty 4

**General Summary of Duty 4**                      **% of Time**

**Individual tasks related to the duty**

Duty 5

**General Summary of Duty 5**

**% of Time**

**Individual tasks relate to the duty.**

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

Decisions made related to 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 DoD, the USEPA 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. Decisions that involve establishing or interpreting program policy or procedure
3. Federal funding and/or grant application issue.
4. 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 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% Office; 20% 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):

Complete and sign service ratings.

Provide formal written counseling.

Approve leave requests.

Approve time and attendance.

Orally reprimand.

Assign work.

Approve work.

Review work.

Provide guidance on work methods.

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 primary function of this position is to independently manage, oversee, and coordinate the investigation and cleanup of the most highly complex sites of environmental contamination and/or provide technical support in accordance with the Defense Environmental Restoration Program (DERP), 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.

The position also coordinates response activities and communicates with stakeholders regarding investigation and clean-up activities at high profile and complex federal facility sites, pursuant to state and federal laws between the State, the USEPA, DOD, and their attorneys and contractors, other federal agencies, state departments, legislature, local governments, citizen groups, other stakeholders, and the public.

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

This is a new position.

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

The function of the work area is to support division activities by providing managerial expertise, technical expertise and recommendations for Remediation and Redevelopment Division enforcement initiatives, division and departmental programs and management, the DOD, the U. S. Army Corps of Engineers (USACE), the USEPA, contractors and consultants, field personnel, local governments and the public. Federal facility sites can be complex, controversial, and high profile sites that require maximum interpretation and judgment due to various complexities, the use of innovative treatment technologies for remediation, the size and scope of the investigation or cleanup, and /or community/state concerns. 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:**

Requires knowledge of appropriate State and Federal laws and programs (including the Defense Environmental and Restoration Program DERP, CERCLA and NREPA Part 201, and the DSMOA). A knowledge of hazardous waste regulations and cleanup.

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

**CERTIFICATES, LICENSES, REGISTRATIONS:**

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

A 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.**