

**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>	<b>8. Department/Agency</b>
Vacant	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>	<b>10. Division</b>
Geologist-A	Remediation and Redevelopment Division
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Geologist 12	
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Steven Kitler, Environmental Manager 14	Cadillac District Office
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Matt Gamble, State Administrative Manager 15	120 W. Chapin Street, Cadillac Monday – Friday 80 hours/pay period
<b>14. General Summary of Function/Purpose of Position</b>	
<p>This position is responsible for managing/overseeing all aspects of geological/hydrological advanced site investigation and remediation activities using advanced investigation methods to address site condition for environmental contamination in accordance with Part 201, Environmental Remediation, and Part 213, Leaking Underground Storage Tanks, of the Natural Resources and Environmental Protection Act (NREPA), PA 451, 1994. Manage and oversee all phases of environmental site investigation and response activities conducted by contractors, consultants, project managers and the regulated community, as well as act as a consulting geologist on advanced sites that require further geological workup. Provide hydrogeological, geophysical, and geological technical assistance to district staff and the regulated community. Advanced site investigation and remediation involving complex geologic and hydrologic conditions. Direct oversight of on-site cleanup activities.</p> <p>Advanced sites and associated investigation and remediation activities include the following factors: multiple contaminants, types of contaminants, migration of contaminants over great distances or depths, complex geological/hydrological characteristics including multiple aquifer systems, groundwater not in an aquifer determinations, significant stratification, artesian conditions, surface and groundwater interaction, and fractured bedrock. Advanced methodology including geophysical techniques and modeling, groundwater modeling, sediment and contaminant transport, and other leading-edge techniques.</p>	

**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 manages/oversees all aspects of geologic and hydrogeologic advanced site investigations and remediation of sites of environmental contamination under Part 201 and Part 213 of NREPA, and state and private party funded sites.

**Individual tasks related to the duty.**

- Manage/oversee all aspects of investigation and remedial activities for highly technical hydrogeological sites such as those with multiple aquifer systems, significant stratification, artesian conditions, surface water & groundwater interaction, and fractured bedrock.
- Participate in negotiations with senior staff members of nationwide firms, environmental lawyers, city, state and federal officials, environmental consultants, interested citizens, and environmental interest groups as part of site investigation and remediation.
- Communicate technical aspects for environmental investigations, risk assessments, and remedial actions with the regulated community, liable parties, attorneys, consultants, other State and Federal agencies and the general public.
- Conduct research and review file information regarding site's history to identify areas of concern and establish or update the conceptual site model (CSM).
- Audit submitted environmental reports pursuant to Parts 201 and 213, making decisions on adequacy of the work performed by private parties and negotiate appropriate cleanup levels and technologies.
- Oversee and direct geophysical/hydrogeological/soil field investigations.
- Digitize maps, well logs, and other data for later manipulation using GIS software.
- Develop and review complicated sampling plans and evaluate leading-edge techniques in complex stratigraphy such as unconsolidated glacial fluvial and bedrock systems.
- Utilize state contractors to conduct investigation and remedial activities at state funded projects; prepare objectives and scope of work documentation, negotiate and approve budgets, work plans and quality assurance project plans, safety plans etc. Evaluate and comment on environmental data and reports generated at state funded sites.
- Ensure that LOE contractors, liable parties, and their consultants and contractors follow work plans and Federal and State laws during field activities.
- Review, evaluate, modify, and approve/disapprove remedial investigation work plans.
- Establish potential contaminants of concerns (COCs), appropriate screening levels, remedial action objectives, and identify applicable relevant and/or appropriate requirements through interpretation and application of state and federal laws.
- Review and evaluate complex investigation reports, feasibility studies, remedy selections, remedial designs, interim actions, and remedial actions consistent with CERCLA, State laws and interests, as well as USEPA and liable parties.
- Develop and negotiate operation and maintenance plans, performance monitoring plans and assess compliance with respect to the objectives and performance metrics stated in the approved Record of Decision at assigned sites of contamination.
- Review, assess and comment on operation, maintenance, and performance monitoring reports, and negotiate revisions with USEPA, or liable parties and their contractors, attorneys, etc. Assess and develop performance metrics.
- Oversee implementation of short or long-term corrective actions such as purge and treat systems, air sparge, soil vapor extraction, liners, caps, slurry walls, treatment, removals, in situ, and ex-situ bioreactors, etc., at assigned sites of contamination.
- Develop, test, and evaluate innovative geological/geophysical/hydrogeological technologies, procedures, and methodologies to investigate sites of environmental contamination.

### Duty 2

#### **General Summary of Duty 2**

**% of Time 10**

Provide geological and hydrogeological assistance to state contractors, private parties, consultants and the general public.

#### **Individual tasks related to the duty.**

- Provide technical direction for stakeholders, attorneys, consultants, and the general public on privately funded and state funded projects.
- Act as a point-of-contact for specialized technical areas in the Geological/Hydrological field.
- Communicate technical aspects of the advanced investigation and clean-up to the public, stakeholders, legislature, local governments, agencies, division staff and management.
- Responds to the public regarding emerging contaminants discovered in surface water and aquifers used for drinking water, recreation, etc.
- Supervise and attend field activities at sites of contamination.
- Collect environmental data through field sampling and other monitoring activities.

### Duty 3

#### **General Summary of Duty 3**

**% of Time 5**

Utilize compliance outreach and assistance, enforcement tools and state funding, induce progress at sites that are out of compliance with Part 201 and Part 213.

#### **Individual tasks related to the duty.**

- Respond to complaints from citizens and other governmental agencies as Project Lead.
- Keep track of non-compliant sites within designated areas and prioritize advanced sites and sites for future action.
- Work in conjunction with District Enforcement Coordinator (DEC) to identify liable parties and assist with liability determinations and identify orphaned sites or other sites available for state funding.
- Negotiate access with property owners and operators.
- Act as representative of the state at conferences, presentations, workgroups, forums, and committees.
- Develop and maintain technical documentation utilizing databases, reports, and files to support enforcement and/or cost recovery actions.

### Duty 4

#### **General Summary of Duty 4**

**% of Time 5**

Other duties as assigned.

#### **Individual tasks related to the duty.**

- Individual tasks will vary based on operational needs.

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

Decisions made independently include: day to day operational decisions for all sites within the assigned project management area, technical decisions within advanced projects, remedial investigation and corrective action decisions including quality control decisions and approval/denial, approval/denial of work plans, scope of work, Groundwater Surface water Interface – mixing zone preliminary approval, sample locations, initiation of enforcement referrals, initiation of state funded project proposals. Such decisions impact public funds, RRD, and EGLE staff workloads, outside industries, attorneys, consultants, the general public and environment.

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

Issues that impact or pertain to Department policy, Peer reviewed approval/denials, approval of state funding, and escalated enforcement referrals.

**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, indoors and outdoors as needed. Occasional work in wet weather or extreme heat or cold. Field work may involve walking long distances, carrying sampling equipment, supplies, and samples as needed. Field work may also involve being in confined spaces and extended travel within the district. Employee must have 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):**

☐ 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?**

**23. What are the essential functions of this position?**

This position serves as a project manager for contaminated sites in the Cadillac District office and provides technical geological and hydrological assistance to district staff and the regulated community. Propose, evaluate, and review work plans for geological and hydrological investigations, remedial actions, and monitoring programs for all sites, including advanced sites. Develop, implement, oversee, and review investigations at State Funded sites of environmental contamination, including advanced sites. Select appropriate remedial actions at state funded sites. Participate as a geologist in district peer review and in technical guidance role in support of district staff.

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

This position has changed since it was last reviewed due to Governor Whitmer's Executive Order 2019-06 changing the department name from the Department of Environmental Quality (DEQ) to the Michigan Department of Environment, Great Lakes, and Energy (EGLE). Additionally, this position now functions as a Senior Environmental Quality Analyst based on the recently revised senior standards in the work area. This position now spends approximately 60% of the time performing Site Investigation and Remediation Complexity / Involvement in Field Activities (Description of Work #1) and is now responsible for managing/overseeing all aspects of geologic and hydrogeologic advanced site investigations and remediation of sites of environmental contamination under Part 201 and Part 213 of NREPA, and state and private party funded sites.

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

This work area consists of a nine county area in northwestern Michigan. 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 the division's mission and goals.

**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 geology, geological science, hydrogeology, geophysics, or geological, petroleum, or mining engineering.

**EXPERIENCE:**

**Geologist 12**

Three years of professional experience in carrying out geological activities to protect, develop and maintain natural resources equivalent to a Geologist, including one year equivalent to Geologist P11.

**Alternate Education and Experience**

**Geologist 9 - 12**

Possession of a bachelor's degree in environmental geoscience, earth science, or environmental science with 15 semester (23 quarter term) credits in the following core geology classes: physical geology, sedimentology/stratigraphy, hydrogeology, mineralogy/petrology, structural geology and field instruction; additionally, the candidate must have 21 semester (32 quarter term) credits in elective geology coursework; and two courses each in calculus, chemistry and physics. This may be substituted for the educational requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Understanding of advanced environmental principals and departmental policy including Parts 201 Environmental Remediation, of the Natural resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA) and Part 213, Underground Storage Tanks, of the NREPA. Knowledge of advanced geology, hydrology, glacial geology is required. Experience with basic computer tools, including word processing, spreadsheets, database software is required. Advanced understanding of the use of GIS, including high level ESRI products is preferred. The ability to organize and work with district staff and the public, including prioritization of work. Excellent communications skills to effectively interact with professional staff and wide variety of interested parties regarding technical, legal and economic aspects of the State's cleanup program. Experience with sampling, analysis, and interpretation of technical information is required. Advanced knowledge of contaminated site investigations and cleanup actions and contaminant impact on environmental quality is preferred. The ability to act as a technical resource for district staff dealing with geological/hydrological issues is necessary. The ability to act independently in appropriate situations is necessary for the senior standard.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Michigan's Driver's License is preferred.

OSHA HAZWOPER 40-hour Certificate is preferred.

Updated OSHA HAZWOPER 8-hour recertification certificate is preferred.

**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.**