

Position Code
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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>	<b>8.Department/Agency</b>
	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 9-11	Remediation and Redevelopment
<b>5.Working Title (What the agency calls the position)</b>	<b>11.Section</b>
Geologist-E	Field Operations
<b>6.Name and Position Code Description of Direct Supervisor</b>	<b>12.Unit</b>
Sydney Hewson, Environmental Manager 14	Marquette District
<b>7.Name and Position Code Description of Second Level Supervisor</b>	<b>13.Work Location (City and Address)/Hours of Work</b>
James Gamble, State Administrative Manager 15	1504 W. Washington, Marquette, 8-5 M-F

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

Under the direction of the supervisor, this position is responsible for oversight of activities addressing sites of 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/or oversee all phases of environmental site investigation and response activities conducted by contractors, consultants, project managers, and the regulated community. Provide hydrogeological technical assistance to district staff and the regulated community. Assess hydrogeological and geologic impacts resulting from contamination and provide directions regarding remediation of the impacts. Evaluate site conditions and the degree of contamination. Prioritize site responses. Assist in evaluation and selection of remedial actions. Direct oversight of on-site cleanup activities including sampling and cleanup verification. Participate on Technical and Program Support (TAPS) teams, as directed. Learn/understand the National Incident Command System and Incident Command System (NIMES/ICS) in order to assist in emergency response actions.

**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**

Conduct basic geologic/hydrogeologic site investigations and remedial actions using established geologic methods to address conditions at sites of environmental contamination under Parts 201 and 213 of the NREPA. Basic sites and associated investigations include locations with less complex environments and fewer services to coordinate and less intensive oversight of activities.

**Individual tasks related to the duty.**

- Initially, under close supervision and guidance of supervisor and senior level staff, progressing to a greater degree of independent decision-making, manage the investigation and remediation of sites of environmental contamination for all phases of site activities under Part 201 and Part 213 of the NREPA, at state funded and private party funded sites. Evaluate and provide written and oral comments on various environmental reports pursuant to Parts 201 and 213. Make decisions on the adequacy of the work performed by the private parties and negotiate appropriate cleanup levels and technologies. Participate in the District Peer Review process.
- Utilize the various 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, quality assurance project plans, safety plans, etc.; oversee work to ascertain that it is technically correct and performed according to the contract and scope of work, review invoices. Evaluate and provide written and oral comments on environmental data and reports generated at state funded projects.
- Collect environmental data through field sampling and other monitoring activities.
- Ensure project activities are consistent with Part 201, Part 213 and associated rules, policies, and guidance documents.
- Communicate and negotiate objectives and procedures 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.
- Maintain customer friendly attitude and professionalism when working with internal and external customers.
- Maintain technical documentation including databases, activity reports, and financial records.
- Assist and provide technical direction to district staff in evaluating and interpreting geological and hydrogeological conditions and assist with review of geological studies and remedial action plans as requested.
- Attend meetings with District staff to provide technical support.
- Maintain an up-to-date understanding of applicable regulations and Division policy or guidance.
- Maintain a thorough knowledge of the geology, geography, topography, soils, and aquifers at risk in the district.
- Participate in the district peer review process as a district geologist.
- Learn/understand the National Incident Command System and Incident Command System (NIMS/ICS) in order to assist in emergency response actions.

Duty 2

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

Conduct outreach activities.

**Individual tasks related to the duty.**

- Respond to complaints from citizens and other governmental agencies regarding pollution incidents.
- 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.
- Collect environmental data through field sampling and other monitoring activities.
- Provide compliance assistance and conduct preliminary negotiations with liable parties, attorneys, and consultants. Advise DEC and Supervisor on cases with further negotiations and if necessary, refer cases for enforcement actions.
- Negotiate site access with liable parties or current owner/operator. Work with Supervisor to identify sites for future state funding and take actions to secure funds.
- Maintain technical documentation including databases, activity reports, to support enforcement and/or cost recovery actions.

Duty 3

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

Conduct miscellaneous tasks as assigned by supervisor.

**Individual tasks related to the duty.**

- Individual tasks will vary and are 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 regarding the technical adequacy of remedial investigations, remedial actions and risk assessments are routine, invoice approval, work plan and document review and approval, site investigation and sample collection, initiate enforcement referrals. Such decisions impact public funds, RRD and DEQ staff workloads, outside industries, attorneys, consultants, the general public and the environment.

**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. Finalization of closure documents when major policy issues are involved or significant rule interpretations is needed.

**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?**

I agree.

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

This position serves primarily as a project manager for contaminated sites for the Marquette District Office. This position also provides technical geological assistance to district staff and the regulated community. Propose, evaluate and review work plans for hydrogeological investigations, remedial actions, and monitoring programs. Evaluate and review completed hydrogeologic investigations by consultants and other agencies. Develop objectives for and conduct hydrogeologic investigations at State funded sites of environmental contamination. Evaluate and select alternatives for remedial actions at State funded sites. Collect environmental samples and perform data and chemical analysis. Participate as a geologist in the district Quality Review Team. Assist staff with GIS system and outputs.

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

Previous incumbent was a 35-year veteran senior level staff person. Now looking to fill with a 9-11 level individual.

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

The District work area consists of a fifteen (15) county area in the upper peninsula. 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:**

Bachelor’s Degree in Geology, Hydrogeology, Geological Sciences, Geophysics, or Geologic, Petroleum, or Mining Engineering.

**EXPERIENCE:**

Geologist 9 - No specific type or amount is required

Geologist 10 - One year of professional experience in carrying out geological activities to protect, develop, and maintain natural resources equivalent to a Geologist 9.

Geologist P11 - Two 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 a Geologist 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Understanding of basic environmental principals and policy is required. Knowledge of geology, hydrogeology, or glacial geology is required. Experience with basic computer tools, including word processing, spreadsheet, and relational database software is required. The position requires an ability to organize and work with others and set priorities. The position requires excellent communication skills to effectively interact with other professional staff and a 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 preferred. Knowledge of contaminated site investigations, cleanup actions, and contaminant impact on environmental quality is preferred. Specific experience with Parts 201 and 213 of the NREPA is preferred. Knowledge of, and experience with, environmental compliance and enforcement processes is preferred.

**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.*

***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.**