

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. EQALTA

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information 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 ENVIRON, GREAT LAKES & ENERGY
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Environmental Quality Alt-A	10. Division Remediation and Redevelopment
5. Working Title (What the agency calls the position) MSHDA Brownfield Coordinator	11. Section Brownfield Assessment and Redevelopment Section
6. Name and Position Code Description of Direct Supervisor GEYER, CARRIE L; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor MOSHER, JOSHUA M; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Constitution Hall / 80 hours per pay period

14. General Summary of Function/Purpose of Position

This position functions as the Recognized Resource who will work closely with the Michigan State Housing Development Authority (MSHDA) on all aspects of investigation and remediation activities for contaminated properties proposing to use MSHDA or Federal Housing and Urban Development (HUD) funding to support redevelopment. Provide efficient and knowledgeable service regarding EGLE requirements for housing/residential projects seeking MSHDA or HUD funding. This includes prioritizing MSHDA submittals that detail the proposed actions to be undertaken to address the environmental risks at a site.

Meet with landowners, attorneys, and communities to discuss complex remediation and redevelopment activities and project alternatives and attempt to resolve conflict by recommending alternative options for the most complex contaminated sites where hazardous substances have been released into the environment pursuant to Part 201, Environmental Remediation, and Part 213, Leaking Underground Storage Tanks, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), and other applicable state and federal statutes and regulations..

Conduct and attend both private and public hearings and meetings to discuss contaminants and environmental quality issues associated with brownfield redevelopment projects. Identify properties of environmental contamination, facilitate discussions on environmental actions needed to safely redevelop a property, and provide comprehensive information regarding EGLE brownfield incentives and assistance.

Sites of contamination proposed for reuse as a housing/residential development are considered complex as they involve more stakeholders, higher level ramifications, higher public controversy and visibility, and can have a significant impact on human health and the environment.

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:

Percentage: 40

Function as a Recognized Resource for Michigan State Housing Development Authority (MSHDA) as a Brownfield Coordinator. Review, approve/deny, and oversee work plans, reports and proposals submitted for housing related projects to ensure protection of human health and the environment at sites regulated by Part 201 and 213 of the NREPA. Sites of contamination proposed for reuse as housing/residential projects are considered complex as they involve more stakeholders, higher level ramifications, higher public controversy and visibility, and can have a significant impact on human health and the environment.

Individual tasks related to the duty:

- Provide efficient and knowledgeable service to MSHDA, developers, attorneys, Remediation and Redevelopment Division (RRD) staff, and local units of government regarding EGLE requirements for projects seeking MSHDA funding.
- Review all aspects of inspection, investigation, and remediation activities for assigned complex sites of environmental contamination associated with housing developments.
- Conduct research and review file information regarding the site's history.
- Oversee work of professional, discretionary, and construction service contractors, when state brownfield funding is utilized.
- Consult with other professional disciplines (i.e., geologists, toxicologists, environmental engineers, etc.) relative to the site's complicated geology or fate and transport contaminate movement.
- Serve as the brownfield section's technical advisor/consultant regarding housing related projects for investigation and remediation activities.
- Review, approve/deny, and oversee submittals provided by developers, consultants, contractors, communities, and MSHDA at housing redevelopment sites regulated by Parts 201 and 213 of the NREPA. Submittals include, but are not limited to:
 - Response Activity Plans
 - No Further Action Reports
 - Initial and Final Assessment Reports
 - Closure Reports
 - Work plans, Proposals, and other Reports
- Review the response activities for effectiveness.
- Provide review of verification activities conducted to ensure remedial goals have been met and risks adequately addressed.
- Interpret and report environmental quality and contamination source data.
- Interface, network, and form partnerships with other local, state, and federal agencies.

Duty 2

General Summary:

Percentage: 25

Serve as a technical resource on complex housing projects that involve the reuse of brownfield properties.

Individual tasks related to the duty:

1. Recommend, develop, and coordinate policies, procedures, processes, and guidelines for the efficient review of MSHDA related projects, advising MSDHA, communities, developers, and other interested parties on:
 - Requirements of Parts 201 and 213 of NREPA and how they relate to redevelopment and reuse.
 - Risk management and cleanup criteria and how they relate to redevelopment and reuse.
 - Methods of remediation and how they relate to redevelopment and reuse.
1. Leading workgroups with stakeholders, and meeting with landowners, developers, attorneys, communities, and MSHDA to discuss complex redevelopment activities and project alternatives; present resource management issues; and attempt to resolve conflict by recommending alternative options.
2. Conducting and attending both private and public (e.g. brownfield redevelopment authority, city council, planning commission) meetings to serve as a technical resource on residential reuse of brownfield properties. This will require:
 - Ability to address questions and concerns regarding complex environmental contamination on brownfield or potential brownfield sites.
 - Responding to public questions and comments relative to complex site investigation and remediation activities.
 - Extensive knowledge of remedial approaches to address contaminated properties.
 - Participation in both daytime and evening meetings and the need to adjust work schedule.
 - Setting priorities and managing workload to meet performance objectives and to achieve overall objectives of the brownfield redevelopment program, RRD, and EGLE.

Duty 3

General Summary:

Percentage: 15

Provide outreach and education to stakeholders and staff on program requirements and process associated with the review of MSHDA submittal.

Individual tasks related to the duty:

- Work closely with MSHDA, the applicants, and their environmental consultants to provide education and guidance on best practices. This may take the form of educational training opportunities and/or the dissemination of training materials to ensure that submissions to EGLE are complete and ready for review.
- Provide technical direction and assistance to professional MSHDA and EGLE staff regarding the safe reuse of contaminated property when MSHDA funding is involved.
- Attend relevant community meetings to serve as a technical resource on environmental requirements and activities needed for the safe reuse of contaminated properties for MSHDA related projects.

Duty 4

General Summary:

Percentage: 15

Provide technical assistance, oversee, and perform due diligence and due care related activities associated with brownfield redevelopment projects. Manage and/or assist with oversight of Brownfield Site Assessment Projects. Assist with review of vapor mitigation systems on brownfield sites.

Individual tasks related to the duty:

- Oversee the development of project work plans, bid documents, and contract preparation and implementation.
- Review the design and operation of remedial technologies at complex sites, including multi-component remediation systems or technologies, innovative technologies, and changes to existing remediation systems and strategies.
- Evaluate completeness of response activities/corrective actions.
- Ensure current assessment and response actions are in compliance with agreements.
- Identify and coordinate with other professional staff regarding project tasks that need to be performed and develop scopes of work and work statements.
- Estimate project costs and labor necessary and determine project schedules.
- Prepare and procure state discretionary, hazardous waste, level of effort, expanded environmental remediation, professional, and trade contracts.
- Evaluate conflict of interest issues with contractors.
- Request and obtain legal access from property owners to conduct corrective actions.
- Coordinate project activities with units of government, contractors, and private citizens.
- Prepare contract change orders and specification change documents and negotiate costs with contractors.
- Provide support to RRD's Administration Section; the Department of Technology, Management and Budget; and the Department of Attorney General in contract disputes.
- Monitor compliance of project activities with applicable or relevant and appropriate requirements.
- Oversee the work of professional, discretionary, and construction service contractors.
- Monitor and oversee activities to ensure progress and completion of scheduled work.
- Utilize various environmental sampling and monitoring equipment.
- Review and approve vendor invoices for payment.

Duty 5

General Summary:

Percentage: 5

Participate in Brownfield Assessment and Redevelopment Section meetings, special assignments, and projects as assigned by the Section Manager.

Individual tasks related to the duty:

- Regularly track and provide summary of activities performed that are eligible under the United States Environmental Protection Agency (U.S. EPA) for federal Superfund Section 128(a) brownfield grant funding.
- Special projects may include working with partner agencies such as MSHDA, the Michigan Economic Development Corporation, the Michigan Department of Transportation, the U.S. EPA, and local units of government.
- Activities may include participating in workshops or other educational/outreach activities; developing reports; documenting outcomes of previous brownfield projects; and drafting press releases, legislative responses, and database queries.
- Respond to legislative requests for information; develop briefing memos, talking points, etc. for the Director and/or Division Director; and respond to media requests for project information.

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

Provide technical assistance to citizens, local governments, state agencies, and other brownfield stakeholders regarding regulatory issues associated with the brownfield redevelopment program. These decisions affect the implementation of response actions and the redevelopment of properties.

Suggest resolutions for issues that may impede the redevelopment of a property including specific environmental challenges and various other project-specific issues. These affect the implementation of response action and the redevelopment of properties.

Determine eligibility of potential projects, eligible activities, and expenses. Approve status reports and reimbursement requests for payment. These decisions affect the implementation and success of redevelopment projects, including developers, local governments, potential job creation, and private investment.

Evaluate the application of program policies and procedures to specific projects. These affect the implementation of redevelopment projects.

Provide the day-to-day oversight for the management of brownfield projects to maximize the success of redevelopments. These affect the implementation of redevelopment projects.

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

Unusual situations for which no policy or procedure has been developed. Suggested new policies and procedures. Highly sensitive or controversial projects. Decisions that will require the time and expertise of other unit staff or department staff.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Occasional site visits where contaminated soil, air, or ground water may be present. The site visits may involve exposure to heat, cold, or wet conditions. Most of the work is in an office environment with either long hours at a computer terminal or at off-site meetings with communities, developers, local units of government, consultants, and brownfield redevelopment authorities. Off-site meetings will require traveling via a vehicle or plane travel.

- Sitting- 70%
- Standing- 10%
- Driving- 10%

Walking, kneeling (site visits, meetings, assessment activities)- 10%

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.

Additional Subordinates

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?

The essential duties of this position include meeting with communities, developers, other state agencies (e.g. MSHDA and MEDC) to provide assistance, develop partnerships, and discuss requirements to secure EGLE approval for remedial action submittals. It includes reviewing and making recommendations on submittals; managing brownfield projects; conducting site inspections; drafting reports; gathering site data; using computer equipment and software (including databases, spreadsheets, word processing, mapping, and presentations); attending meetings, sometimes during the evening hours; communicating via telephone, Microsoft Teams, and e-mail; and making presentations.

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

New establishment.

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

- The function of this work area is to encourage appropriate redevelopment of contaminated properties by providing outreach and technical support to communities and stakeholders to help address environmental cleanups that lead to new economic development, resulting in new private investment and private-sector jobs.
- This position provides technical information and assistance to MSHDA, communities, developers, consultants, and other state and federal agencies involved in potential redevelopment projects on contaminated sites.
- This position serves to approve submittals required for brownfield redevelopment projects to secure funding.

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 the biological sciences, engineering, physical sciences, resource development, or resource management.

OR

Possession of a bachelor's degree in any major with at least 30 semester (45 term) credits in one or a combination of the following: biochemistry, biology, botany, chemistry, crop and soil science, engineering, environmental health, environmental science, forest management, geology, ecology, meteorology, microbiology, physics, remote sensing, resource development, resource management, toxicology, or zoology.

EXPERIENCE:

Environmental Quality Analyst 12

Three years of professional experience equivalent to an Environmental Quality Analyst, including one year equivalent to an Environmental Quality Analyst P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of State cleanup program, including Parts 201 and 213

Knowledge of the methods for corrective action at sites of contamination

Knowledge of MSHDA process

Ability to interpret complex scientific and legal documents

Ability to communicate complex issues effectively, both verbally and in writing

Ability to respond appropriately to requests from media and legislators

Ability to appropriately manage conflict

Organizational skills and knowledge of project management

Ability to use Microsoft software products (Word, Access, Excel, PowerPoint) and e-mail

CERTIFICATES, LICENSES, REGISTRATIONS:

40-hour Hazwoper certification and 8-hour annual refresher training

Valid Michigan driver's license

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of 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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

LAUREN FELDPAUSCH

10/12/2022

Appointing Authority

Date

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

Date