

1. Position Code GEOLTCHEA06R

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)
	N/A
4. Civil Service Position Code Description	10. Division
Geological Technician-E	Remediation & Redevelopment Division
5. Working Title (What the agency calls the position)	11. Section
Geological Technician	Geological Services Section
6. Name and Position Code Description of Direct Supervisor	12. Unit
Scott Densteadt, Environmental Tech Supervisor 12	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Aaron Berndt, State Administrative Manager 15	635 Filley Street, Lansing, MI 48906 Monday – Friday, 40 hours per week

14. General Summary of Function/Purpose of Position

This experienced level Geological Technician is responsible for operating simple/less complex equipment for bathymetric, hydrogeological, and geophysical surveys for field studies at contaminated sites. The simple/less complex equipment includes small/"baby" geoprobe drills (dig up to 10 ft deep), grouting machines, small and less sophisticated drones, electric pump, peristaltic pumps, water level meters, skid steers, fork lift, and truck with trailer for field assignment operations. This position is responsible for collecting and compiling sediment and floodplain soil samples and associated data. The position provides data to the senior level technicians to include when writing their technical field reports. This position also completes minor repairs/maintenance of the simple equipment such as checking/adding fluid, replacing hoses, batteries, etc.

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 75

Operation and maintenance of simple/less complex equipment for field studies at contaminated sites including small/"baby" geoprobe drills (dig up to 10 ft deep), grouting machines, small and less sophisticated drones, electric pump, peristaltic pumps, water level meters, skid steers, fork lift, and truck with trailer.

Individual tasks related to the duty.

- Operate "baby" geoprobe drills, small and less sophisticated drones, electric and peristaltic pumps, water level meters, fork lifts, skid steers and truck with trailer for field assignment operations.
- Collect sediment and floodplain soil samples.
- Operate a grouting machine to grout well annulus; add 50 pound bags of grout material to mixing machine.
- Serve as an assistant on drill crews, geophysical surveys, surveying of location and elevations of wells, borings, etc.
- Coordinate equipment and material needs with the crew chief and the project manager.
- Assist in calibrating/operating portable equipment used for field screening of soil and groundwater for contamination.
- Assist in laying out field grids and equipment for large scale geophysical surveys.
- Calibrate and maintain instruments used for field screening samples for chemical contamination.
- Record instrument readings, check on equipment connections.
- Load, unload and transport all necessary equipment, tools, instruments, and supplies on and off vehicles and trailers.
- Add/remove augers from the drill; shovel and move cuttings.
- Load and transfer steel or plastic casing to drill locations.
- Load and transport all necessary equipment and materials to and around job site.
- Measure water levels in monitor wells with water level indicator tape.
- Collect water samples with an electric or peristaltic pump.
- Clean augers and equipment.
- Drive a truck with a trailer for field operations.
- Work with the geologist and senior geological technicians as part of a team.
- Collect, document, and report water level data.
- Clean / decontaminate equipment.
- Perform minor repair of simple/less complex equipment in the field such as checking fluid levels, adding fluids, replacing hoses, batteries, etc.
- Notifies senior technician when equipment is not functioning properly and requires major repair or replacement.

Duty 2

General Summary of Duty 2 % of Time 20

Collection of soil and groundwater samples and associated data for inclusion in field reports.

Individual tasks related to the duty.

- Collect and compile sediment and floodplain soil samples and associated data.
- Provide data to senior level technician to include in field report.

Duty 3

General Summary of Duty 3 % of Time 5

Other duties as assigned
.Safety liaison to the health and safety coordinator for RRD/EGLE

Individual tasks related to the duty.

- Assist in inventory control/maintenance.
- Use computer databases to track and inventory equipment and to order supplies.
- Contact Ms. Dig and get an OK to proceed prior to drilling.
- Go to owner's house, explain activity for which access is required, and obtain signature on Access to Private Property form.
- Prepare drilling equipment inventories.
- Help fill out drilling logs.
- Maintain files of soil and test holes from drill sites.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.
 Recommend procedural changes and/or take corrective actions to minimize equipment failure. Decisions on how to best carry out assigned duties.

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

- Changes that may affect job/crew, public safety, and job integrity.
- Difficulty in site access.
- Equipment breakdown.

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.

- Requires being in good physical condition to be able to work outdoors in all types of weather and to be able to lift/carry objects up to 100 pounds.
- About 60% of the time the person has to work outdoors in both good and inclement weather and in rural and urban settings. There is a lot of walking, stooping, bending, and twisting.
- Drilling operations continue in the rain unless there is a chance of lightning.
- Work around high pressure gas lines, high voltage lines (both buried and overhead).
- Regularly lift objects weighing 50 to 100 pounds.
- With assistance of another person, routinely carry augers that are 5 feet long, hard to hold, and weigh over 100 pounds.
- Carry equipment to off-road sites.
- Work on a boat.

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>
N/A			

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

Complete and sign service ratings.

Assign work.

Provide formal written counseling.

Approve work.

Approve leave requests.

Review work.

Approve time and attendance.

Provide guidance on work methods.

Orally reprimand.

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?

Operation and maintenance of simple/less complex equipment for field studies at contaminated sites including small/"baby" geoprobe drills (dig up to 10 ft deep), grouting machines, small and less sophisticated drones, electric pump, peristaltic pumps, water level meters, skid steers, fork lift, and truck with trailer. This position performs minor repairs of simple/less complex equipment in the field such as checking fluid levels, adding fluids, replacing hoses, batteries, etc., and notifies senior technician when equipment is not functioning properly and requires major repair or replacement.

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

No change.

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

This position is responsible for the operation and maintenance of simple/less complex equipment for field studies at contaminated sites including small/"baby" geoprobe drills (dig up to 10 ft deep), grouting machines, small and less sophisticated drones, electric pump, peristaltic pumps, water level meters, skid steers, fork lift, and truck with trailer. This position performs minor repairs of simple/less complex equipment in the field such as checking fluid levels, adding fluids, replacing hoses, batteries, etc., and notifies senior technician when equipment is not functioning properly and requires major repair or replacement. The position works on the equipment used to obtain the soil/groundwater/bathymetric information.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Possession of an associate's degree in petroleum technology, earth science, or geology.

EXPERIENCE:

Geological Technician 8

No specific type or amount is required.

Geological Technician 9

One year of experience performing geological technician assignments equivalent to a Geological Technician 8.

Geological technician E10

Two years of experience performing geological technician assignments, including one-year equivalent to a Geological Technician 9.

Alternate Education and Experience

Geological Technician 8 - 12

Four years of experience in any of the following: well drilling; service/inspections of pumps, tanks, and water systems; soil and water sampling; well maintenance and repair; welding of pipes and repair of well related equipment; or, operation of heavy equipment including backhoe, well drilling rig, and related equipment may be

substituted for the educational requirement.

Completion of one year of college (30 semester or 45 term credits) and two years of experience in any of the following: well drilling; service/inspections of pumps, tanks, and water systems; soil and water sampling; well maintenance and repair; welding of pipes and repair of well related equipment; or, operation of heavy equipment including backhoe, well drilling rig, and related equipment may be substituted for the educational requirement.

Possession of a bachelor's degree or higher with 16 semester (24 term) credits in job specific or related course work qualifies for the Geological Technician E10.

KNOWLEDGE, SKILLS, AND ABILITIES:

- The person has to be in good physical condition to be able to work outdoors in all types of weather and to be able to lift/carry objects up to 100 pounds. Ability to work outdoors in both good and inclement weather, in rural and urban settings.
- Travel throughout the state is required with one to five days overnight stay away from Lansing being common, and once or twice a year being over a week away from Lansing.
- A good deal of diplomacy is required in obtaining access from owners because sites are usually areas of known or suspected groundwater contamination.
- Being able to get along with others as part of a team for weeks at a time.
- Mechanical aptitude, heavy equipment operation; use of power hand tools a plus.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must have or be able to obtain a Commercial Driver's License – Class A (CDL) and endorsements for a tanker and a trailer with tractor.
- Obtain Forklift Operator Permit.
- Participation and compliance with Alcohol and Drug testing program required by the Omnibus Transportation Employee Testing Act of 1991.
- Obtain and keep current 40 hours of Hazwoper training as required by OSHA Standard-29 CFR 1910.120.
- Be trained and keep current in CPR/First Aid.
- Required to participate in annual medical monitoring program due to working on contamination sites.

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.