

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> ENVIRON, GREAT LAKES & 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 Alt-A	<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> BRADLEY, JOHN N; ENVIRONMENTAL MANAGER-3	<b>12. Unit</b> Geology and Defense Site Management Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> KLINE, DAVID A; STATE ADMINISTRATIVE MANAGER-1	<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 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. This position is also responsible for providing geologic and hydrogeologic technical expertise and recommendations such as for management of assigned sites with complex geology, hydrogeology, extensive or commingled contaminant plumes, and/or contaminants. 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:**

**Percentage: 50**

Responsible for managing/overseeing and coordinating investigation and cleanup activities at the most highly complex Department of Defense (DoD) sites of environmental contamination (including Formerly Used Defense Sites (FUDS)) 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.

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 may require the senior EQA to represent the department with senior state, federal, and/or private and public entities.

This position will coordinate the review and oversight of activities at assigned sites and ensuring DoD compliance with the DERP, the associated Defense and State Memorandum of Agreement (DSMOA), Part 201 and CERCLA.

**Individual tasks related to the duty:**

- Review historical site information files, documents, and records.
- Review, provide comments on and assist in the development of site planning documents including site investigation work plans and field sampling plans and related scopes of work. 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.
- Participate and provide technical support in site activities and/or negotiations.
- Coordinate with district staff to determine historical and present MDEQ involvement on sites.
- 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.
- 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.
- Maintain regular communication and coordination with the DoD, the USEPA and/or the PRPs
- Report and document as appropriate on these site activities and negotiations for purposes of developing an administrative record.
- Report back and work with internal management and the DSMOA Coordinator and advise accordingly.
- Provide oversight of field work to ensure that all work is conducted in compliance with state and federal law.
- Participate in community relations and respond to public information inquiries and questions/concerns.
- Work with management and the DSMOA Coordinator to procure funding for management assistance; and assure appropriate expenditure of funds
- .
- 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, rules or guidance and State requirements under Part 201.
- Prepare and approve site-specific budgets for DSMOA funding and grant applications. 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.
- Provide expert witness testimony in depositions to aid in legal proceedings related to assigned high profile and advanced sites of contamination.
- Conduct meetings with various local, county, or state political bodies to provide information on site activities or site remediation plans.

**Duty 2**

**General Summary:**

**Percentage: 40**

This position provides technical expertise to site management, oversees and makes recommendations on all aspects of geologic and hydrogeologic advanced site investigations, remedial actions, and monitoring of performance metrics at complex contaminated sites managed in the Superfund Section including DoD and CERCLA contaminated sites.

**Individual tasks related to the duty:**

- Conduct research and review file information regarding site's history to identify areas of concern and establish or update the conceptual site model (CSM).
- Identify site specific investigatory objectives and needs.
- Oversee and direct geophysical/hydrogeological/soil field investigations.
- Develops and reviews complicated sampling plans and evaluates leading-edge techniques in complex stratigraphy such as unconsolidated glacial fluvial and bedrock systems
- Gather and interpret information relating to contaminant behavior, fate and transport characterization and modeling for contaminant movement, complicated sampling plans/methods, and remedial methods to make site decisions at all project phases.
- Oversee, advise and coordinate with Level of Effort (LOE) contractors/consultants in the preparation of geological/hydrogeological and remedial investigation work plans at advanced sites of contamination for all medias including groundwater, surface water, sediment, soil and vapor and associated pathways and protocols with DOD, USEPA and liable parties.
- Ensure that LOE contractors, liable parties, DOD, including USACE, USEPA 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.
- Review and evaluate complex investigation reports, feasibility studies, remedy selections, remedial designs, interim actions, and remedial actions consistent with CERCLA, State laws and interests, DSMOA and FUDS program guidelines with DOD, as well as USEPA and liable parties.
- 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.
- Review/negotiate/ modify/approve short and long-term environmental monitoring plans at assigned sites.
- Review, analyze and interpret site investigation results and electronic data collected and/or provided by liable parties, USEPA, DOD, and their contractors using modeling, geographic information systems (GIS) mapping technology, database analysis, statistics, and other graphic and computer related tools.
- Conduct quality assurance audits of DOD and USEPA contractors implementing field activities at sites of environmental contamination to ensure response activities follow accepted methods, guidelines, and site documents and all activities comply with rules and regulations
- Negotiate with DOD and USEPA in the CERCLA five-year review process and evaluate to determine whether the remedy is protective of human health and the environment, including if it's functioning as designed and if technical or regulatory changes affect protectiveness.
- Develop, test, and evaluate innovative geological/geophysical/hydrogeological technologies, procedures and methodologies to investigate sites of environmental contamination.
- Communicate technical aspects of the advanced investigation and clean-up to the public, stakeholders, legislature, local governments, agencies, division staff and management.

### Duty 3

#### General Summary:

Percentage: 10

Other duties as assigned.

#### Individual tasks related to the duty:

- Make presentations to special interest groups.
- Chair interview committee and perform all the duties associated with hiring new section personnel, as directed.
- Perform process of new employee orientation, as directed.
- Lead work groups and committees, as directed.
- Addressing freedom-of-information requests.
- Occasionally, participate in field work in support of site assessment activities conducted by staff of the Superfund Section Site Assessment and Site Management Unit.
- Training and administrative
- Other tasks as assigned.

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

Decisions are made while evaluating 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 USEPA and DEQ 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.

- Remedy selection approval.
- Written correspondence.
- Decisions that involve establishing or interpreting program policy or procedure
- Federal funding/grant application issue.
- State funding and procurement issues.

### 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.

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.

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?

This position is responsible for managing/overseeing all aspects advanced site investigations, remedial actions, and monitoring of performance metrics at federal Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (Superfund) sites, Defense and State Memorandum of Agreement (DSMOA) sites (including Formerly Used Defense Sites (FUDS)), and, Part 201, Environmental Remediation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA) Program sites. The position oversees/manages all aspects of inspection, investigation and remedial activities for advanced sites which have complex/unique geology or hydrogeology such as those with multiple aquifer systems, significant stratification, artesian conditions, surface water & groundwater interaction, and fractured bedrock. The position also coordinates response activities and communicates with stakeholders regarding investigation and clean-up activities at high profile and complex sites in the Superfund and DSMOA programs, 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. The position also develops and reviews complicated sampling plans and reviews leading-edge techniques in complex stratigraphy such as unconsolidated glacial-fluvial and bedrock systems. Strong writing skills are essential.

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

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 U.S. Environmental Protection Agency (USEPA), Department of Defense (DOD), U. S. Army Corps of Engineers (USACE), contractors and consultants, field personnel, local governments and the public. Superfund sites are complex, controversial, and high profile sites that require maximum interpretation and judgment due to technical complexities, the use of innovative treatment technologies for remediation, the size and scope of the investigation or cleanup, and /or community/state concerns

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:**

Must be able to understand the physical, chemical, and biological processes controlling general and specific constituent fate and transport. Knowledge of groundwater and soil sampling, investigative and remedial methods/technologies. Knowledge of geophysical investigative techniques, aquifer analyses, groundwater modeling, drilling and soil classifications. Knowledge of how to prepare environmental investigation and sampling work plans.

Requires knowledge of appropriate State and Federal laws and programs (CERCLA and NREPA Part 201, Part 213, DSMOA and Defense Environmental and Restoration Program (DERP)).

Knowledge of chemistry, mathematics, biology, hydrology, and geology.

Strong technical writing and communication skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

40-hour hazardous waste operator (HAZWOPER) training with annual 8-hour update, annual medical monitoring.

A valid driver's license is preferred.

*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  
\_\_\_\_\_  
Appointing Authority

9/22/2021  
\_\_\_\_\_  
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.***

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Employee

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Date