

<b>1. Position Code</b>
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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>
Vacant	Department of 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>
Environmental Quality Analyst 9/10/P11	Remediation and Redevelopment Division
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Project Manager	Superfund Section
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Joseph M. Walczak, Environmental Manager 14	Site Assessment and Site Management Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
David A. Kline, State Administrative Manager 15	Constitution Hall, 525 W. Allegan St., Lansing, MI 48933/40 hours per week

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

Manage, oversee, and coordinate the investigation and cleanup of sites of environmental contamination in accordance with 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. Superfund sites require 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 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 of Duty 1**

**% of Time 80**

Manage projects and/or provide management assistance to the U.S. Environmental Protection Agency (EPA) on projects to remedy public health and environmental hazards posed by hazardous waste sites. Initially assigned projects will be sites where the State is not the lead agency or entity; but upon advancing through the process of gaining experience at all levels of project management, responsibilities may expand to assume management of State-lead Superfund sites. Site lead is typically Potentially Responsible Party (PRP) or EPA and their contractors. Duties include managing or providing technical assistance on remedial investigations, feasibility studies, remedial designs, remedial actions and operation and maintenance of remedies; as well as managing the State's role in non-time-critical emergency removals. While duties include decision-making responsibilities, at the journey level, management of projects is performed with supervision or oversight.

**Individual tasks related to the duty.**

1. Assist in the development of scopes of work. For State-lead projects, develop scopes of work, and develop and procure contracts for environmental consulting services and remedial contractors.
2. Review and provide comments on site planning documents including site investigation work plans and field sampling plans. Participate in negotiations with PRPs and provide technical support to the EPA to assure incorporation of minimum investigation requirements in PRP-lead studies. For State-lead projects, oversee development of above documents and solicit technical in-put from the EPA.
3. Review technical reports summarizing investigations and cleanups, including baseline risk assessments and feasibility studies. Reviews include compilation and interpretation of analytical and investigation-derived data, review of risk, evaluation of remedial alternatives and recommendations for remedial actions. Provide technical support to the EPA and their contractors in determining the risks posed to human health and the environment from contamination and identifying appropriate cleanup alternatives. Review and provide comments on Five-Year Review Reports. For State-lead projects, be responsible for assuring accurate, complete, quality technical documents and reports are prepared; write Five-Year Review Reports, solicit comments on technical documents from EPA and other programs as appropriate and assure incorporation of comments into documents as necessary.
4. Identify 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.
5. Maintain regular communication and coordination with the EPA and PRPs.
6. Provide oversight of field work to ensure that all work is conducted in compliance with state and federal law.
7. Participate in community relations. Respond to public information inquiries and questions/concerns. For State-lead projects, take lead in community relations.
8. For State-lead projects or where contractors have been secured, manage contract and site budget and review and approve invoices.
9. Participate in enforcement negotiations. For State-lead sites, assume lead in enforcement negotiations.
10. Review and provide technical input on Proposed Plans, Responsiveness Summaries, and Records of Decision. For State-lead sites, write above documents, or oversee contractor in drafting documents.

Duty 2

**General Summary of Duty 2**

**% of Time 10**

Procure and manage federal grants or state funds to ensure funding for site- related activities.

**Individual tasks related to the duty.**

1. Prepare site-specific budgets for grant applications. Budgets are based on estimation of hours of multiple staff in various capacities needed to oversee and manage the work as well as to cover the expenses associated with engineering and construction contractors.
2. Write grant applications including scopes of work for submittal to the EPA.
3. Track and manage individual site expenditures.
4. Maintain sufficient financial and technical records to facilitate reporting requirements and cost recovery.
5. Prepare site specific semi-annual progress reports to the EPA detailing activities performed and expenditures incurred throughout the reporting period.
6. Prepare funding requests for state environmental funds to be used for independent state clean-up actions or to provide state matching funds for federal expenditures.

Duty 3

**General Summary of Duty 3**

**% of Time 5**

Represent the Department in responding to inquiries from various public, press, legislative or other political bodies concerning Michigan Department of Environment, Great Lakes, and Energy (EGLE) actions at sites of environmental contamination.

**Individual tasks related to the duty.**

1. Write effective and knowledgeable responses to inquiry letters for unit, section, and division chief signature which state Remediation and Redevelopment Division (RRD) and EGLE positions on various controversial issues concerning site remedial activities.
2. Provide press interviews and fill freedom-of-information requests.
3. Conduct meetings with various local, county, or state political bodies to provide information on site activities or site remediation plans.

Duty 4

**General Summary of Duty 4**

**% of Time 5**

Other duties as assigned.

**Individual tasks related to the duty.**

1. Make presentations to special interest groups and/or Section staff.
2. Participate in mandatory and optional training opportunities such as 8-hour Hazardous Waste Operator (HAZWOPER) refresher, CPR/First Aid, Part 201 Training, etc.
3. Occasionally, participate in field work in support of site assessment activities conducted by staff of the Superfund Section Site Assessment and Site Management Unit.
4. 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.**

Initially, decisions are made while evaluating technical data and documents and while planning, directing and overseeing investigations and cleanups of sites of environmental contamination following consultation with lead worker or supervisor. These decisions are made more independently with job experience. Those affected by these types of decisions include the general public, PRPs, environmental consultants, contractors, the EPA, and EGLE 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.**

1. Initially, technical document approval.
2. Written correspondence.
3. Decisions that involve program, policy or procedure.
4. Federal funding/grant application issues.
5. State funding and procurement issues.

**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.**

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. (If more than 10, list only**

<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?**

Yes

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

To perform the tasks necessary to carry out our program responsibilities at hazardous waste and environmentally impaired sites in the work unit under the Federal Superfund and the state Part 201 Programs. Provide on-site oversight and direction for hazardous waste cleanup activities supported by public funds from state and federal sources or by private funds.

To be successful in this position, the following competencies have been identified as essential: *Communication, Technical/Professional Knowledge, and Decision Making.*

Employee must be able to deal with a variety of public and private officials and the public under potentially antagonistic conditions. Also, must have ability to communicate and deal effectively with people at all skill levels, other agencies and the public. Strong writing skills are essential.

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

The position was previously classified as an Environmental Quality Analyst 12. The previous incumbent has since retired. This position will now be reclassified to the Environmental Quality Analyst 9-P11 classification to meet the needs of the section for site project managers. The previous senior level duties and responsibilities have been removed but the project management duties and responsibilities of the position remain the same, with the exception that the position will now be responsible for managing the lesser complex sites of contamination in the work area instead of the more complex sites. The position will also be subject to greater supervisor oversight.

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

To organize, supervise, and conduct the special studies necessary to remediate environmental contamination due to uncontrolled hazardous materials; and to oversee implementation of the remedial actions necessary to remedy incidents of environmental contamination under the Federal Superfund and Part 201 Programs. The work area performs the necessary technical and administrative activities to evaluate and reduce risk at sites of environmental contamination in the state, which appear on the federal Superfund list. This position supports these functions by managing activities at assigned sites to ensure compliance with state and federal laws.

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

**EDUCATION:**

B.S. in physical, biological, or environmental sciences, resource development, resource management or engineering.

**EXPERIENCE:**

- Environmental Quality Analyst 9: No specific type or amount is required.
- Environmental Quality Analyst 10: One year of professional experience equivalent to an Environmental Quality Analyst 9.
- Environmental Quality Analyst P11: Two years of professional experience equivalent to an Environmental Quality Analyst including one year equivalent to an Environmental Quality Analyst 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the Federal Superfund and state cleanup/Part 201 Programs; knowledge of and ability to use personal protective and sampling equipment; knowledge of the federal procurement and cooperative agreement process; knowledge of hazardous waste regulations and cleanup; good communication skills, and ability to work with other agencies and the public.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

40-hour HAZWOPER training with annual 8-hour update, annual medical monitoring, and must have valid driver's license.

***NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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.**