

**State of Michigan  
Civil Service Commission**

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

**Position Code**

1. GEOLGSTAB25R

## 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> GEOLOGIST-A	<b>10. Division</b> Geological Resources Management Division
<b>5. Working Title (What the agency calls the position)</b> Senior Geologist 12	<b>11. Section</b> Field Operations
<b>6. Name and Position Code Description of Direct Supervisor</b> SCHINEMAN, LOUIS E; ENVIRONMENTAL MANAGER-3	<b>12. Unit</b> Lansing-Warren-Kalamazoo District
<b>7. Name and Position Code Description of Second Level Supervisor</b> ARMBRUSTER, JAMES R; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 525 West Allegan Street, Lansing, MI 48933 / 40 Hours/Week, Monday - Friday

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

This position functions as a senior Geologist responsible for the regulation and enforcement of Parts 201, 615m 616, and 625 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). Duties associated with this position include the regulation of oil and gas exploration and production including underground injection for oilfield waste disposal and secondary recovery in assigned area protection and clean-up/remediation of surface waters, ground water, and soils contaminated or impacted from oil and/or gas industrial operations; serving as an oil, gas, and mineral well technical resource, for their assigned area, with industrial personnel, other government agencies, the general public, service groups, and internal staff; is assigned special assignments; handling and resolving complex and controversial problems that arise in their assigned area utilizing principles of good customer service providing detailed information relating to division programs through established reporting systems; and implementation of division programs, as assigned. This position fosters the orderly development of oil, gas, and mineral resources of the State while minimizing impacts to soil and water resources.

**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: 55**

Siting, construction, and operation of oil, gas, and mineral wells in or near residential or sensitive area, wells that are controversial or are expected to become controversial, and wells that have exhibited significant subsurface geologic hazards. Handle advanced compliance actions relating to these wells, when necessary. Complete other special assignments as assigned.

**Individual tasks related to the duty:**

- Inspect and monitor the drilling, completion, production, rework, secondary recovery, plugging, site restoration, fluid disposal, transfer of ownership, and bond termination requests for these wells in an assigned area ensuring compliance with applicable rules.
- Handle compliance actions for these wells including informing company officials of deficiencies and violations of the rules, initiating violation notices, and assisting compliance staff with the preparation of escalated enforcement actions, when necessary.
- Review and approve change of well status for rework operations, temporary abandonment, well plugging and site restoration, and secondary containment construction plans at oil and gas facilities.
- Oversee implementation of well plugging operations. Inspect and recommend orphan wells for possible state-funded plugging operations, or state funded remedial projects.
- Review, evaluate, and approve/deny drilling permit applications making comments and recommendations regarding any specific problems related to public safety and the environment. Check for completeness and accuracy of the application content including casing and sealing programs, soil erosion and sedimentation plans, environmental impact assessment, potential significant subsurface geological hazards, blowout prevention equipment, and hydrogen sulfide (H<sub>2</sub>S) contingency plans.
- Perform site reviews for proposed well sites and their associated facilities. Evaluate any other EGLE or DNR concerns (i.e., Wildlife, Fisheries, Forestry) for possible environmental problems.
- Collect and interpret drilling and geological data for records and to ensure conformance with the rules.
- Review secondary containment plans for production facilities to include Hydrogeological review sites. Evaluate down hole conditions and issue plugging instructions for wells to be abandoned based on knowledge of porosity zones, abnormally pressured zones, water flows, loss circulation zones, and other significant subsurface geological hazards.
- Respond to emergency situations as they arise (i.e., well control, spills, and H<sub>2</sub>S). Inspect sites, monitor progress, recommend closure of cases, or recommend referrals for escalated enforcement as needed.
- Prepare compliance cases if company fails to voluntarily comply and gather information for criminal prosecution. If necessary.

**Duty 2**

**General Summary:**

**Percentage: 20**

Function as an oil, gas, and mineral well technical resource for assigned area with industry personnel, other government agencies, the public, service groups, and internal staff.

**Individual tasks related to the duty:**

- Provide technical and policy input to supervisors and staff.
- Serve on committees, councils, and task forces, as assigned.
- Assist in training new employees.
- Coordinate division programs with departmental programs, as well as other local, state, and federal programs.
- Work with district coordinators (H<sub>2</sub>S, Compliance, Groundwater, Hydrogeologist) to record, track, and/or resolve respective issues.
- Assist district supervisor as a liaison between GRMD and other EGLE divisions concerning activities in the district.
- Attend and/or address public and private meetings; provide technical and geological information such as maps and records.
- Serve as an expert witness, technical advisor, or EGLE/GRMD representative at meetings, in court, during investigations, or at seminars/training sessions.
- Investigate and resolve controversial complaints from the public dealing with contamination, odors, noise, and surface damages resulting from oil and gas operations.
- Resolve disputes between citizens and the industry, that are often controversial in nature.
- Provide expert advice and information to the public, industry, other government agencies, and interest groups.
- Give presentations to the public, industry, and others who may have interest in oil and gas issues.
- Research important issues related to job duties and attend trainings to maintain up-to-date knowledge and certifications related to this position's field duties, and on the national developments/trends within the RBDMS program.
- Use the principles of good customer service in accomplishing the activities described above.

**Duty 3**

**General Summary:**

**Percentage: 10**

Review, investigate, and direct environmental cleanups.

**Individual tasks related to the duty:**

- Oversee cleanup activities for cleanups in assigned area including clean-ups in sensitive areas or clean-ups that involve the United States Environmental Protection Agency or Tribal Involvement.
- Evaluate company investigation techniques and onsite methods of information gathering. Advise company of possible cleanup alternatives. Draft deadlines and schedules for companies to comply with.
- Review and comment on hydrogeological remedial investigations related to soil and ground water contamination.
- Evaluate effectiveness of cleanup programs and possible impact on surrounding landowners.
- Evaluate remedial action plans and final cleanup proposals for site closure.
- Inform company of required modifications to work plans and closure reports.
- Help maintain spill tracking system by documenting progress of response activities.
- Collect and/or evaluate geological, hydrogeological, and technical data associated with monitoring programs, compliance, and enforcement activities to ensure conformity, effectiveness, and adequacy of clean-up response activities.

**Duty 4**

**General Summary:**

**Percentage: 10**

Program documentation utilizing the GRMD database system.

**Individual tasks related to the duty:**

- Document daily activities using the Risked Based Data Management Solutions (RBDMS) database system; field note entry, file maintenance, bond release checklist, field reviews, well status, facility status, progress of response activities, compliant response, compliance activities, etc.
- Attend district office staff meetings as the district supervisor's representative as requested.
- Make decisions involving district activities in district supervisor's absence.
- Prepare notes, memos, letters and other documents regarding oil and gas activities in assigned area on behalf of self or for the supervisor, as required.

**Duty 5**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Other duties as assigned by district supervisor, section manager, or division director.

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

Most decisions with this position are made independently. These decisions affect industry operations and personnel; service personnel; landowners; mineral owners; local business owners; the public; taxpayers; and the land surfaces, soils, groundwaters, and surface waters of the state.

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

When situations are encountered for the first time or when decisions are of sufficient complexity or a politically sensitive nature.

**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.**

Position involves frequent physically challenging activities while conducting inspections due to rugged topography, remote areas, and adverse weather conditions including extreme heat and cold and heavy rains or snow. This position involves driving, walking, and hiking at potentially any time of day or night in isolated areas. Necessitates frequent and close proximity to heavy drilling and construction equipment, flammable and explosive materials, toxic gasses, high-pressure lines and vessels, and contaminated soils and waters. Frequent exposure to excessive noise and odors associated with industrial operations.

**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. |

N Approve leave requests.  
N Approve time and attendance.  
N Orally reprimand.

N Review work.  
N Provide guidance on work methods.  
N 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?**

It is essential that the person in this position is able to inspect and monitor oil, gas, and mineral wells; drilling; completion; rework; production; secondary recovery; plugging and site restoration; and transfer ownership requests. Conduct on-site review and evaluate proposed drilling locations and projects to include associated access routes; pipeline routes; production facilities; soil erosion and sedimentation plans; casing and sealing programs; sour gas potential; and public safety and environmental influences on oil, gas, and mineral wells. Oversee and conduct environmental investigations including collection of technical, geological, and hydrogeological information to ensure conformity. It is essential that the incumbent of this position be able to travel to the inspection site and traverse for a great length of time on uneven terrain; be able to bend, climb, and lift a minimum of 50 lbs., as necessary, for the demands of the job; communicate clearly, both verbally and in writing; operate a computer and telephone; attend meetings or legal proceedings which may be lengthy; maintain a calm professional demeanor during confrontational situations; and use personal protective equipment in accordance with federal law. Must be able and available to take Pollution Emergency Alert System (PEAS) calls after regular working hours, weekends, and holidays in response to pollution emergencies and spills in order to protect the public health, safety, and environment. Advanced assignments and duties may include the review of hydrogeological investigations for consistency, preparing documentation for projects, dealing with oil and gas regulation and technical matters, coordinating activities of technicians and new employees in training, managing compliance cases in criminal and administrative prosecutions, and supervising state funded well plugging and environmental cleanup projects.

To be successful in this position, the following competencies have been identified as essential: Adaptability, Building Strategic Working Relationships, Communication, Decision Making, Planning and Organizing Work, Technical/Professional Knowledge and Skills, and Work Standards.

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

Updating to align with current Senior Standards. Duties and tasks updated accordingly. Division name updated.

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

The Geological Resources Management Division (GRMD) is responsible for the implementation of state laws and rules related to oil and gas; mineral well; orphan well; and related remediation activities. All these programs must provide for the protection of the public health and safety and the natural and mineral resources. This position is responsible for the implementation of these programs in a geographical area within the Lansing-Warren-Kalamazoo District. This position requires advanced knowledge, skills, and experience, as well as the ability to work on complex, controversial, and technically complicated assignments with the assigned area, or as otherwise assigned.

**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 geology, geological science, hydrogeology, geophysics, or geological, petroleum, or mining engineering.

**EXPERIENCE:**

**Geologist 12**

Three 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 Geologist P11.

**Alternate Education and Experience**

**Geologist 9 - 12**

Possession of a bachelor's degree in environmental geoscience, earth science, or environmental science with 15 semester (23 quarter term) credits in the following core geology classes: physical geology, sedimentology/stratigraphy, mineralogy/petrology, structural geology and field instruction; additionally, the candidate must have 21 semester (32 quarter term) credits in elective geology coursework; and two courses each in calculus, chemistry and physics. This may be substituted for the educational requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Considerable knowledge of the GRMD rules, regulations, acts, and objectives.
- Knowledge of geological principles; oil and gas exploration; development and production; drilling; completing, testing, producing, plugging, and restoring an oil and gas or mineral well and the methods used to clean up contaminated sites.
- Must have the ability to work with minimum supervision and make sound judgment under adverse conditions.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Michigan Driver's License is preferred.

Current H2S certification and current Hazardous Waste Operations Training. (Training provided, if necessary)

*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.

None

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

RYAN STARKWEATHER

11/13/2024

\_\_\_\_\_  
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