

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 MIL AFFR CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Alpena Combat Readiness Training Center
4. Civil Service Position Code Description ENVIRONMENTAL QUALITY ALT-E	10. Division
5. Working Title (What the agency calls the position) Environmental Quality Analyst	11. Section Environmental Management
6. Name and Position Code Description of Direct Supervisor NONSTATE SUPERVISOR	12. Unit Alpena CRTC/CEV
7. Name and Position Code Description of Second Level Supervisor NONSTATE SUPERVISOR	13. Work Location (City and Address)/Hours of Work 5884 A. Street Alpena, MI 49707 / 7:45 AM – 4:30 PM

14. General Summary of Function/Purpose of Position

Upon direction from the Federal or Acting Environmental Manager, this position assists a complex, highly technical environmental management and protection program and serves as the installation's knowledgeable expert on DoD, USAF, ANG, EPA, and state specific environmental laws and regulations. Environmental Management duties and responsibilities include, but are not limited to: (1) Hazardous Material and Hazardous Waste Management; (2) Environmental Management System (3) Integrated Solid Waste and Qualified Recycling Program Management; (4) Environmental Impact Analysis Program (EIAP) Management; (5) Air Quality and Storm Water Management; (6) Cultural and Natural Resources Management; (6) Spill Prevention and Response; and (8) Integrated Pest Management and Asbestos Management.

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: 25

Assist Management of the Hazardous Material and Hazardous Waste Programs

Individual tasks related to the duty:

- Provides training of hazardous waste accumulation point monitors to ensure proper labeling, documentation, and that all federal and state required handling procedures are followed.
- Assists reviews/updates to the Hazardous Waste Management Plan.
- Manages the Hazardous Waste Central Accumulation Point - processes hazardous waste and other regulated wastes turn-ins from shop personnel.
- Inspects hazardous waste accumulation points to ensure overall compliance with federal and state laws to include DoD and Air Force Instructions.
- Processes Hazardous Waste and other regulated waste for disposal in accordance with all federal, state, and local laws.
- Manages Universal Waste. (batteries, used electric lamps, mercury containing devices, etc.)
- Assists in management of the hazardous material management program utilizing EESOH-MIS for environmental program impact reviews.

Duty 2

General Summary:

Percentage: 20

Assist Oversight of the Environmental Management System

Individual tasks related to the duty:

- Investigates complaints relative to potential violations of environmental laws to determine the nature, source, and extent of the problem; prepares reports describing results of investigations and corrective action required for compliance with state and federal environmental laws.
- Recommends to violators and department staff methods for bringing sources of pollution into compliance with applicable state and federal laws.
- Performs internal compliance and environmental management system audits, inspections, and assessments base wide to comply with applicable federal, state and local policy, guidance, instructions and regulations.
- Reviews environmental regulations, laws, guidance, executive orders, directives or any other source of compliance to determine applicability to the Installation's processes.
- Assists reviews and updates to the Virtual Environmental Management System (VEMO) with the required information, processes, and documents utilizing any required tools, databases or other electronic systems.
- Gathers and provides information for biannual data call reports.
- Communicates with regulatory agencies across multiple environmental programs.
- Supports Environmental Cross Functional Team Meetings.
- Supports Environment, Safety, and Occupational Health Council Meetings.

Duty 3

General Summary:

Percentage: 10

Assist Management of the Integrated Solid Waste and Qualified Recycling Programs

Individual tasks related to the duty:

- Assists reviews/updates to the Qualified Recycling Program (QRP) Business Plan.
- Assists reviews/updates to the Integrated Solid Waste Management Plan (ISWMP) including the Commodity Market Analysis.
- Provides recycling program training and education.
- Performs QRP manager duties as outlined in applicable guidance.
- Provides green procurement and pollution prevention guidance to personnel.

Duty 4

General Summary:

Percentage: 10

Assist Management of the Environmental Impact Analysis Program (EIAP) and Environmental Restoration Program (ERP)

Individual tasks related to the duty:

- Provides, if needed, environmental impact input for proposed or current actions, construction and/or operations.
- Supports, if needed, reviews of civil engineering plans and designs for environmental impacts.
- Coordinates with ANG to ensure installation provides support for proper administration of ERP program.
- Assists, if needed, review of documents, plans, reports and other correspondence related to sites in the ERP.
- Assists, if needed, with onsite contractors, regulators or other ERP related personnel.

Duty 5

General Summary:

Percentage: 10

Assist Management of the Air Quality and Storm Water Programs

Individual tasks related to the duty:

- Provides supporting documentation and/or manages, if applicable, the Base's National Pollution Discharge Elimination System (NPDES) permit requirements.
- Reviews and provides input for the Storm Water Pollution Prevention Plan (SWPPP).
- Assists in the performance of site storm water pollution prevention inspections in accordance with the SWPPP.
- Reviews processes for storm and waste water quality requirements.
- Performs air emission inventories in required intervals.
- Reviews processes for air quality requirements.
- Reviews and updates the air quality management plan.
- Assists with EPA Notifications regarding Asbestos under the Clean Air Act.

Duty 6

General Summary:

Percentage: 10

Assists Management of Cultural and Natural Resources Programs

Individual tasks related to the duty:

- Assists reviews/updates to the Integrated Natural Resources Management Plan (INRMP).
- Conducts agency meetings IAW the INRMP.
- Provides training and guidance IAW with federal, state, and local laws in natural resources protection.
- Assists reviews/updates to the Integrated Cultural Resources Management Plan (ICRMP).
- Provides training and guidance IAW with federal, state, and local laws in cultural resources protection.
- Provides the required information to conduct Section 106 (CR) and Section 7 (NR) consultations with federal agencies.

Duty 7

General Summary:

Percentage: 5

Assists in Spill Prevention and Response Plans

Individual tasks related to the duty:

- Assists reviews and performs administrative updates to the Spill Pollution Counter Measures and Control Plan (SPCC) Plan.
- Prepares Emergency Planning and Community Right to Know Act (EPCRA) reports.
- Provides spill prevention and response training IAW with federal, state and/or local laws and regulations.
- Oversees clean-up of hazardous materials spills; assists in the evaluation and selection of remedial action.
- Assists in management of tank inventory systems and databases.

Duty 8

General Summary:

Percentage: 5

Assists in Integrated Pest Management and Asbestos Management Plans

Individual tasks related to the duty:

- Reviews and performs administrative updates to the Integrated Pest Management Plan.
- Reviews and performs administrative updates to the Asbestos Management Plan.
- Provides training and guidance IAW with federal, state, and local laws.
- Provides guidance, documents and communication on requested items to support plan development and review.

Duty 9

General Summary:

Percentage: 5

Miscellaneous duties as assigned

Individual tasks related to the duty:

- Provides guidance, documents and communication on requested items.
- Performs related work as assigned.
- Participates in special projects related to environmental protection.

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

Types of decision made include applicability of environmental Federal, State and local laws and DoD guidance, manuals and instructions to the Installation's mission. This affects environmental program management across the Installation to include detecting and communicating potential non-compliance.

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

The Federal or Acting Federal Environmental Manager will review any changes to the base environmental programs, policies or procedures.

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.

The ability to walk up to a mile at a time while exposed to all weather conditions. Bending, stooping stretching. Ability to lift 30 pounds. Ability to move heavy items (such as a full 55 gallon drum, or a pallet of used batteries) with the aid of material handling equipment. Exposure to contained hazardous waste following OSHA standards.

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):

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|---|--|
| ☐ 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 - management developed PD.

23. What are the essential functions of this position?

Upon direction from the Federal or Acting Environmental Manager, this position assists a complex, highly technical environmental management and protection program and serves as the installation's knowledgeable expert on DoD, USAF, ANG, EPA, and state specific environmental laws and regulations. Environmental Management duties and responsibilities include, but are not limited to: (1) Hazardous Material and Hazardous Waste Management; (2) Environmental Management System (3) Integrated Solid Waste and Qualified Recycling Program Management; (4) Environmental Impact Analysis Program (EIAP) Management; (5) Air Quality and Storm Water Management; (6) Cultural and Natural Resources Management; (6) Spill Prevention and Response; and (8) Integrated Pest Management and Asbestos Management.

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

"Valid Driver's License is preferred" and "Ability to obtain and maintain a Common Access Card (CAC) issued by the federal government requiring a background check" was added to certificates, licenses, and registrations.

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 ensure and maintain compliance with all DoD, Federal, State and local environmental laws, regulations, executive orders and directives. This position will assist the Federal and/or Acting Federal Environmental Manager in achieving compliance by managing Environmental Aspects (Programs) within the Environmental Management System Structure.

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 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 and ability to communicate effectively and maintain favorable public relations. Strong computer and organizational skills. The ability to work and manage programs. Knowledge of Federal, State and Local rules, regulations, policies, procedures, precedents, and terminology used in environmental work. Ability to abstract and present significant facts from data. Knowledge of environmental pollution sources and construction projects relative to their impact on the environment. Knowledge of chemistry, mathematics, and biology. Knowledge of engineering principles. Ability to understand engineering drawings, site plans, and mapping information sources. Ability to communicate and deal effectively with people at all levels of industrial and municipal management. Ability to maintain records and prepare reports and correspondence related to the work. Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

40 Hour HAZWOPER Certification is preferred.

State of Michigan Industrial Storm Water Certified Operator is preferred.

Valid Driver's License is preferred.

Ability to obtain and maintain a Common Access Card (CAC) issued by the federal government requiring a background check.

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.

MARIAN FITZSIMMONS

Appointing Authority

8/10/2026

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