

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 ENVIRON, GREAT LAKES & ENERGY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Environmental Quality Alt-A	10. Division Remediation and Redevelopment Division
5. Working Title (What the agency calls the position) Enforcement Coordinator	11. Section Field Operations
6. Name and Position Code Description of Direct Supervisor POLL, JASON E; ENVIRONMENTAL MANAGER-3	12. Unit Immediate Risk Unit
7. Name and Position Code Description of Second Level Supervisor GAMBLE, JAMES M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Statewide / 8 am – 5 pm M-F

14. General Summary of Function/Purpose of Position

This position functions as a Recognized Resource serving as an Enforcement Coordinator for the Immediate Risk Unit for the West districts which include Cadillac, Grand Rapids, Kalamazoo, Lansing and the Upper Peninsula. The IRU mission is to conduct work focused on primarily orphan sites that are classified as having an immediate risk to receptors and to reduce that risk through a variety of means. As such, the position provides a broad range of support and assistance to the unit's implementation of the Department of Environment, Great Lakes, and Energy (EGLE) Remediation and Redevelopment Division's (RRDs) IRU activities. As one of the unit's expert resources in the application of Part 201, Environmental Remediation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Part 201), the functions of this position include application of EGLE and RRD compliance and enforcement policies and procedures; recording legal documents; assisting in the interpretation of statutes and rules; identification and evaluation of potentially liable parties, identification of orphan facilities based upon ownership history and transfer; and the coordination of access agreements, right-of-way permits, license agreements, and property lien placement. As these responsibilities allow, this position will also independently manage and oversee investigation, remediation, and mitigation activities for complex Part 201 sites either directly or by the oversight of others (e.g., other EGLE employees, contractors, etc.). Case assignments and position responsibilities will be established through the Unit Supervisor.

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: 65

This position functions as a recognized resources and Enforcement Coordinator West for the Immediate Risk Unit (IRU). The IRU mission is to conduct work focused on primarily orphan sites that are classified as having an immediate risk to receptors and to reduce that risk through a variety of means. As such, the position provides a broad range of support and assistance to the unit's implementation of the Department of Environment, Great Lakes, and Energy (EGLE) Remediation and Redevelopment Division's (RRDs) IRU activities. Functions of this position include application of EGLE and RRD compliance and enforcement policies and procedures; recording legal documents; assisting in the interpretation of statutes and rules; identification and evaluation of potentially liable parties, identification of orphan facilities based upon ownership history and transfer; and the coordination of access agreements, right-of-way permits, and License Agreements.

Individual tasks related to the duty:

In coordination with the IRU, District Offices, RRD Compliance and Enforcement Section, RRD management, and (as needed) Department of the Attorney General personnel:

- Serve as unit liaison to the RRD Compliance and Enforcement Section.
- Provide guidance to unit staff and contractors on all matters pertaining to the Department's or Division's enforcement policies and procedures.
- Assist in the investigation of sites of environmental contamination to determine the nature of non-compliance and risk.
- Identify, evaluate, and notify responsible parties in collaboration with the local District Enforcement Coordinators (DEC).
- In coordination with the local DEC, evaluate and apportion responsible party and state-funded response activities, and assist in the implementation of the most appropriate remedial strategies.
- Coordinate liability consultations and formal liability determinations.
- Determine financial viability of liable parties.
- Conduct property title searches.
- Review municipal records to identify past property uses and to identify liable parties.
- Research facility or liable party hazardous substance usage.
- Assist in the evaluation of Freedom of Information Act requests to ensure that information not subject to disclosure is properly identified and managed.
- Assist unit and project managers with securing site access, permits, and use agreements.
- Serve as the unit's resource for all Division level enforcement initiatives.
- Provide support to unit staff and contractors in the interpretation of all statutes and rules pertinent to RRD programs.
- Review and develop compliance and enforcement documents and correspondence, including land and resource use restrictions, institutional controls, notices of approved environmental remediation or mitigation, and property liens, as applicable.
- Represent the unit in negotiations related to the duties listed above.

Duty 2

General Summary:

Percentage: 25

Manage or oversee all aspects (beginning to end) of investigation, remediation and mitigation activities for complex environmental contamination sites. Complex environmental sites include the following factors: multiple contaminant plumes, complicated geology (i.e., "fate and transport" which effects how contaminants move through water and soil), acutely toxic chemicals, higher legal ramifications, high public controversy and visibility, large number of stakeholders and a significant impact on human health and the environment. Examples of these complex sites include but are not limited to industrial/manufacturing facilities, former manufactured gas plants, tanneries, paper mills, dry cleaners, petroleum storage/processing facilities, service stations, areawide/regional collections of sites, etc.

Individual tasks related to the duty:

- Manage/oversee all aspects of inspection, investigation, mitigation and remediation activities for assigned complex sites of environmental contamination.
- Conduct research and review file information regarding site history.
- Oversee work of professional, discretionary and construction service contractors.
- Consult with other professional disciplines (i.e., geologists, toxicologists, environmental engineers, etc.) relative to site's complicated geology or fate and transport contaminant movement.
- Serve as the district's technical advisor/consultant regarding assigned sites for investigation and remediation activities.
- Review, approve/deny and oversee work plans, reports and proposals submitted by contractors to protect human health and the environment at sites regulated under Part 201 of the NREPA.
- Conduct negotiations for site access, investigation, remediation or mitigation with company officials, attorneys, private parties and consultants.
- Provide review of verification activities conducted to ensure project goals have been met and risks adequately addressed.
- Utilize various environmental sampling and monitoring equipment for collecting samples of various media.
- Interpret and report environmental quality and contamination source data.
- Interface, network, and form partnerships with other local, state, and federal agencies.

Duty 3

General Summary:

Percentage: 5

Assist in the ongoing planning and implementation of the RRD Compliance and Enforcement program.

Individual tasks related to the duty:

- Participate in District Enforcement Coordinator meetings.
- Work with unit staff to ensure that tracking documents are kept up to date.
- Participate in applicable Technical and Program Support (TAPS) meetings.
- Provide input to district, section, and division managers regarding policy and procedure matters that create barriers to the effective implementation of the RRD's compliance and enforcement processes and IRU's missions and objectives.
- Serve on inter- and intra-divisional workgroups related to specific compliance and enforcement topics or initiatives as they relate to IRU's mission and objectives.

Duty 4

General Summary:

Percentage: 5

Perform other related work as assigned by the unit supervisor, including attending meetings, sitting on interview committees, and other special projects where enforcement expertise may be applicable.

Individual tasks related to the duty:

- Participate in peer review meetings.
- Participate in district project coordination meetings.
- Participate in state-funded project action planning and meetings.
- Assist in public outreach to stakeholders.

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

Liability and financial viability determinations conducted in accordance with EGLE policy; review and approval of letters from the unit; review and approval of notices of approved environmental remediation or mitigation, restrictive covenants, limited land-use agreements, access letters, and other correspondence sent at the unit and district level. These decisions affect project manager and district workloads, the regulated community, and may establish precedent for future enforcement actions at the district level.

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

Liability determinations and other decisions that have Division and/or Department wide policy or precedent implications.

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.

General office activities, including sitting, standing, walking, approximately 85 percent of the time. Field work, including inspecting sites of environmental contamination and the collection of soil and groundwater samples. Must be sufficiently trained to be able to gain entry to sites of environmental contamination as necessary to carry out duties and support district actions.

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"/> N	Complete and sign service ratings.	<input type="checkbox"/> N	Assign work.
<input type="checkbox"/> N	Provide formal written counseling.	<input type="checkbox"/> N	Approve work.
<input type="checkbox"/> N	Approve leave requests.	<input type="checkbox"/> N	Review work.
<input type="checkbox"/> N	Approve time and attendance.	<input type="checkbox"/> N	Provide guidance on work methods.
<input type="checkbox"/> N	Orally reprimand.	<input type="checkbox"/> 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?

In support of the Immediate Risk Unit objectives and mission, coordinate and support all RRD's compliance, remediation and mitigation activities, liability determination, ownership, access activities, and legal recordings. Perform or oversee assessment, investigation, mitigation, and remediation activities in support of unit objectives and mission in substantial coordination with unit staff and contractors, local district staff, as well as local governments and health agencies.

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 Immediate Risk Unit is statewide and functions to assess, investigate, remediate, and mitigate the large number of facilities that have been classified as "risks present and immediate" by previous evaluations resulting in a backlog of sites that cannot otherwise be addressed due to existing district workloads. This position is assigned to play a key role assisting staff and contractors in liability determinations, access, owner information, and coordination with local units of government. This position also conducts negotiations for remediation or mitigation with private parties, company officials, attorneys and consultants. This position may also aid other districts and units within EGLE for policy and program development. As duties permit, this position will also directly conduct or oversee state-funded investigation, remediation, and mitigation activities at complex sites of environmental contamination.

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:

Considerable knowledge of state and federal environmental regulatory procedures. The ability to analyze and evaluate complex scientific and legal documents, organize and write technical reports, and communicate effectively with others. Other key competencies required for this position include adaptability; customer focus; communication; decision making; contributing to team success; planning and organizing work; problem solving skills; and consistently high work standards.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is preferred.

Successful completion of 40-hour HAZWOPER Training and annual 8 hour refreshers.

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

8/27/2025

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