

Position Code
1. EQALTE

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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency
	Environment, Great Lakes, and Energy
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Environmental Quality Alt-A	Remediation and Redevelopment
5. Working Title (What the agency calls the position)	11. Section
Environmental Quality Analyst 12	Field Operations
6. Name and Position Code Description of Direct Supervisor	12. Unit
David Harn; Environmental Manager-14	Kalamazoo District Office
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
James Gamble; Environmental Manager-15	7953 Adobe Road, Kalamazoo, Michigan 49009 / 80 Hours per pay period

14. General Summary of Function/Purpose of Position

This position manages all aspects of investigation, remediation and enforcement activities for the most complex environmental contamination sites where hazardous substances have been released into the environment pursuant to Parts 201 and 213 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), and other applicable state and federal statutes and regulations. This position serves on public meeting panels relative to assigned complex sites of environmental contamination and responds to public comments, serves as point of contact for assigned sites and conducts negotiations for remediation with private parties, company officials, attorneys and consultants. This position participates in Technical and Program Support (TAPS) team meetings. This position also evaluates and approves/denies work plans and reports from private parties that are presented by E-level staff in District Peer Review Meetings. Additionally, this position serves as a mentor for E-level staff.

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 40%

Manage/oversee all aspects (beginning to end) of investigation and remediation activities for complex environmental contamination sites for both private party and state funded corrective actions/response activities. 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), 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, etc..

Individual tasks related to the duty.

- Manage/oversee all aspects of inspection, investigation and remediation activities for assigned complex sites of environmental contamination.
- Conduct research and review file information regarding site's history.
- Oversee work of professional, discretionary and construction service contractors.
- 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 liable/responsible parties or contractors to protect human health and the environment at sites regulated under Parts 201 and 213 of the NREPA.
- Review the response activities for effectiveness and ability to meet remedial goals, including appropriate application of remedial technologies at sites, including multi-component remediation systems or technologies, innovative technologies, and changes to existing remediation systems and strategies.
- Review reports and/or audit reports submitted by the liable/responsible party, including, but not limited to, Response Activity Plans, No Further Action requests, Initial Assessment Reports, Final Assessment Reports, Closure Reports, and other reports.
- Provide review of verification activities conducted to ensure remedial 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.
- Review the design and operation of remedial technologies at complex sites, including multi-component remediation systems or technologies, innovative technologies, and changes to existing remediation systems and strategies.
- Evaluate completeness of response activities/corrective actions.
- Identify and coordinate with other professional staff regarding project tasks that need to be performed and develop scopes of work and work statements.
- Estimate project costs and labor necessary and determine project schedules.
- Prepare and procure state discretionary, hazardous waste, indefinite service indefinite delivery, expanded environmental remediation, professional, and trade contracts.
- Evaluate conflict of interest issues with contractors.
- Request and obtain legal access from property owners to conduct corrective actions.
- Coordinate project activities with units of government, contractors, and private citizens.
- Prepare contract change orders and specification change documents and negotiate costs with contractors.
- Provide support to RRD's Administration Section; the Department of Technology, Management and Budget; and the Department of Attorney General in contract disputes.
- Monitor compliance of project activities with applicable or relevant and appropriate requirements.

- Oversee the work of professional, discretionary, and construction service contractors.
- Monitor and oversee activities to ensure progress and completion of scheduled work.
- Utilize various environmental sampling and monitoring equipment.
- Review and approve vendor invoices for payment.
- Maintain databases and tracking spreadsheets (including RIDE database) for assigned site. Provide periodic updates to Unit Supervisor on activity. Perform administrative functions as necessary.

Duty 2

General Summary of Duty 2 % of Time 20%

Compel progress at sites that are out of compliance with Part 201 or Part 213 using compliance outreach/assistance, enforcement tools and state funding.

Individual tasks related to the duty.

- Assess the quality and compliance of liable/responsible party response activities/corrective actions relative to Parts 201 and 213 of the NREPA, and other applicable state and federal statutes and regulations.
- Identify liable/responsible parties and determine enforcement priorities within the assigned complex sites in coordination with the District Enforcement coordinator.
- Notify liable/responsible parties of non-compliance and escalate enforcement cases as needed to compel compliance.
- Maintain a list of non-compliant sites and prioritize sites for future action.
- Develop case evidence, briefing reports, and other materials documenting noncompliance and other applicable state and federal statutes and regulations.
- Prepare escalated enforcement referrals to address noncompliant liable/responsible parties and support escalated enforcement actions and settlement actions.
- Provide compliance assistance and conduct preliminary negotiations with liable parties, attorneys, and consultants. Advise DEC and Unit Supervisor on cases with further negotiations and if necessary, refer cases for enforcement actions.
- Negotiate site access with LP(s) or current owner/operator. Work with Unit Supervisor to identify sites for future state funding and take actions to secure funds.
- Provide factual and expert witness testimony.
- Ensure current response actions are in compliance with agreement.
- Maintain technical documentation, activity reports, and financial records to support cost recovery actions.

Duty 3

General Summary of Duty 3 % of Time 15%

Oversee field activities for specific geographic areas. Respond to complaints from citizens and other governmental agencies regarding pollution incidents.

Individual tasks related to the duty.

- Conduct audits of field investigation activities, such as drilling, soil borings, well installation, aquifer profiling, geophysical surveys, and environmental sampling to ensure proper characterization of site conditions. - Provide on-site consultation for contractors.
- Prepare activity reports documenting all field activities conducted and observed.
- Respond to complaint and incidents within assigned geographical areas.
- Coordinate with PEAS call center and District Incident Management Specialist to respond to pollution incident complaints.

Duty 4

General Summary of Duty 4 % of Time 15%

Evaluate technical documentation and make decisions regarding the adequacy of response activities or corrective actions for progress towards no further action or site closure, compliance with due care, and other applicable sections of Part 201 and Part 213.

Individual tasks related to the duty.

- Consult with other professional disciplines (i.e., geologists, toxicologists, environmental engineers, TAPS Teams etc.) relative to site's complicated geology or fate and transport contaminant movement.
- Prepare information for presentation of Final Assessment Reports (FARs), Corrective Action plans (CAPs), Closure Reports, Response Activity Plans, No Further Action plans, Documentation of Due Care (DDCC), and other applicable at District Peer Review (DPR) to maintain consistency with Division policy/guidance.
- Track closed sites for compliance with land use-based closure agreements, as needed.

Duty 5

General Summary of Duty 5 % of Time 10%

Serve as a panel member at public meetings, lead workgroups with stakeholders, act as a resource and mentor for other staff and other duties as assigned.

Individual tasks related to the duty.

- Serve on public meeting panels relative to assigned complex sites of environmental contamination and respond to public comments.
- Serves as technical expert and point of contact for assigned complex environmental contamination sites.
- Participate in TAPS team meetings.
- Review and provide comments for state-wide policy.
- Evaluates and approves/denies work plans and reports from private parties that are presented by E-level staff in District Peer Review Meetings.
- Development and modifications of internal operating procedures.

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

The individual in this position makes decisions involving acceptable and unacceptable risks to public health and the environment. Associated work activities include writing or reviewing technical work plans, reports, and other documents; and planning, implementing, or managing site investigations, remedial actions, or other corrective actions/response activities. Decisions as to the compliance status of liable/responsible parties are made as a result of review of technical documents submitted. Decisions on appropriate direction for site remediation are made when planning, directing, and/or overseeing investigations and remediation of sites of environmental contamination. These decisions affect public health, the environment, and future redevelopment. Those affected by these types of decisions include the general public, liable/responsible parties, consultants, contractors, and EGLE personnel.

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

The nature of supervisor review on decisions is generally that of seeking concurrence with independently made decisions, ideas, plans, and suggestions, as opposed to seeking general direction on how to proceed. Situations that may require supervisor review include, but are not limited to:

- Remedial activities/corrective actions involving division policy.
- Referrals for escalated enforcement.
- Nomination of sites for state-funding authorization.

- Procurement issues.
- Issuance of a formal agency determination on Response Activity Plans, No Further Action approvals, Documents of Due Care Compliance, Certificate of Completions, Final Assessment Reports, Corrective Action Plans, and Closure Reports.

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.

Generally, the amount of time spent can be broken into these categories: 80% Office; 20% Field (outdoors). Driving to and from meetings and sites of environmental contamination is required. Office work includes: sitting, reading, typing, and talking on the telephone. Field work includes standing, walking long distances and/or on uneven terrain, occasional bending, stooping, crouching, kneeling, reaching, twisting, bailing, sampling, climbing, and lifting/carrying heavy objects (less than 30 pounds). Environmental conditions include periodically encountering atmospheres containing elevated levels of organic, inorganic, corrosive and/or otherwise hazardous vapors and/or materials, heavy equipment traffic and noise, and exposure to 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 and site conditions. This position requires 40-hour OSHA HAZWOPER training, annual 8-hour refresher courses on hazardous materials, and annual physical examinations. The employee must be able to recognize conditions that necessitate removal of personnel from the area when exposures could exceed safe levels.

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 classification titles and the number of employees in each classification.)

<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?

This position manages all aspects (beginning to end) of investigation, remediation and enforcement activities for the most complex environmental contamination sites where hazardous substances have been released into the environment pursuant to Parts 201 and 213 of the NREPA, and other applicable state and federal statutes and regulations. This position serves on public meeting panels relative to assigned complex sites of environmental contamination and responds to public comments, serves as point of contact for assigned sites and conducts negotiations for remediation with private parties, company officials, attorneys and consultants. This position participates in TAPS team meetings. This position also evaluates and approves/denies work plans and reports from private parties that are presented by E-level staff in District Peer Review Meetings. Additionally, this position serves as a mentor for E-level staff.

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

The incumbent's position has evolved to the senior level as it is responsible for managing all aspects (beginning to end) of investigation, remediation, and enforcement activities for assigned complex environmental contamination sites. Complex environmental sites include the following factors: multiple contaminant plumes, complicated geography, higher legal ramifications, high public controversy and visibility, large number of stakeholders and a significant impact

on human health and environment (i.e., auto manufacturers, gas plants and landfill sites). Responsibilities include conducting research and reviewing file information regarding a site's history; overseeing work of professional, discretionary and construction service contractors; consulting with other professional disciplines (i.e., geologists, toxicologists, environmental engineers, etc) relative to site's complicated geology or fate and transport contaminant movement; and serving as the district's technical advisor/consultant regarding assigned sites for investigation and remediation activities. The incumbent's position also serves on public meeting panels relative to assigned complex sites of environmental contamination and responds to public comments, serves as point of contact for assigned sites and conducts negotiations for remediation with private parties, company officials, attorneys and consultants. The incumbent's position also participates in TAPS team meetings. This position also evaluates and approves/denies work plans and reports from private parties that are presented by E-level staff in District Peer Review Meetings Additionally this position serves as a mentor for E-level staff.

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

The RRD Kalamazoo District is responsible for the investigation and cleanup of sites of environmental contamination in Southwest Michigan, by overseeing work by private parties or utilizing legislatively-appropriated funds, pursuant to Part 201 and Part 213 of the NREPA, and other applicable state and federal statutes and regulations. The individual in this position is essential in the implementation of Part 201, to ensure adequate protection of public health, safety and welfare, and the environment. This position manages all aspects of investigation, remediation and enforcement activities for assigned complex environmental contamination sites where hazardous substances have been released into the environment pursuant to Part 201, Environmental Remediation, of the NREPA, and other applicable state and federal statutes and regulations. This position serves on public meeting panels relative to assigned complex sites of environmental contamination and responds to public comments, serves as point of contact for assigned sites and conducts negotiations for remediation with private parties, company officials, attorneys and consultants. This position may also provide assistance to other districts and units within EGLE for policy and program development.

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

EDUCATION:

BS needed in Biological, Physical, or Environmental Sciences, more specifically:
- Biology - Chemistry - Earth Science - Environmental Engineering - Environmental Health
- Environmental Science - Environmental Studies - Geology - Geophysics - Microbiology

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:

- Knowledge of chemistry, mathematics, biology, hydrogeology, and geology.
- Knowledge of remedial technologies.
- Knowledge of environmental laws, regulations, and programs, particularly Part 201 and Part 213 of the NREPA.
- Strong technical writing and communication skills.
- Word processing, spreadsheet, and database software skills.
- Ability to collect, interpret, and analyze scientific data.
- Ability to effectively communicate verbally with the regulated community and general public.
- Ability to manage internal and external conflict.
- Ability to prioritize workload and meet deadlines.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to write clear and concise letters and reports.
- Ability to effectively communicate verbally with the regulated community and general public.
- Basic computer skills
- Ability to adequately prioritize workload and meet deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid State driver's license.
- 40-hour OSHA HAZWOPER training with annual 8-hour refresher
- Medical monitoring program

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