

Position Code 1. EQALTE
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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.

2.Employee's Name (Last, First, M.I.)	8.Department/Agency
VACANT	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-E	Remediation and Redevelopment
5.Working Title (What the agency calls the position)	11.Section
Environmental Quality Analyst 9-P11	Field Operations
6.Name and Position Code Description of Direct Supervisor	12.Unit
Beth Vens, EQM13	Detroit District Office
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Paul Owens, District Supervisor, EQM14	27700 Donald Court, Warren, MI / 80 Hours

14. General Summary of Function/Purpose of Position

Under the direction of a Unit Supervisor, manage state funded investigation and corrective action activities at sites of environmental contamination in accordance with Part 213 and Part 201 of the Natural Resources and Environmental Protection Act (NREPA), PA 451, 1994. The position also reviews reports submitted by private parties and oversees site investigation and response activities conducted by private parties and their contractors, consultants, project managers consistent with all the requirements of Part 213 and Part 201. Direct oversight of on-site cleanup activities at private and state-funded sites, including sampling and cleanup verification.

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** 65%

Initially, under close supervision and guidance of supervisor and senior level staff, progressing to a greater degree of independent decision making, act as project manager, as assigned, for state funded sites under Part 213 and Part 201 of the NREPA.

Individual tasks related to the duty.

- Evaluate various environmental reports submitted by private parties and their environmental consultants, pursuant to Part 213 and Part 201. Make decisions on the adequacy of the work performed by the private parties and negotiate appropriate cleanup levels and technologies.
- Utilize the available state contracting mechanisms to conduct investigation and remedial activities at state funded projects; negotiate and approve budgets, work plans, quality assurance project plans, safety plans, and other similar plans; oversee work to assure that it is technically correct and performed according to the contract, review and approve invoices.
- Respond to complaints from citizens and other governmental agencies regarding pollution incidents.
- Ensure project activities are consistent with Part 213 and Part 201 and associated policies, and guidance documents.
- Maintain technical documentation, activity reports, and financial records to support potential cost recovery actions.
- Provide information and endeavor to educate the public with respect to environmental contamination issues for specific assigned sites and/or geographic areas.
- Conduct field work to investigate corrective action activities, such as soil excavation, drilling, soil borings, well installation, aquifer profiling, geophysical surveys, other environmental sampling to ensure state-funded work performed is in accordance with contract objectives.
- Provide information and endeavor to educate the public with respect to environmental contamination issues for assigned state funded sites.
- Maintain customer friendly attitude and professionalism when working with internal and external customers.

Duty 2

General Summary of Duty 2 **% of Time** 25%

Utilizing available guidance documents and supervisor/peer assistance, evaluate various environmental reports submitted by private parties and their environmental consultants for assigned sites and/or geographic area(s), pursuant to Part 213 and Part 201. Make decisions on the adequacy of the work performed by the private parties and negotiate appropriate cleanup levels and technologies.

Individual tasks related to the duty.

- As necessary, coordinate with other district and division staff for additional review. Additional reviews may include review by senior geologists, DEC's, toxicologists, Technical Assistance and Support Teams, etc.
- Prepare information for presentation of Final Assessment Reports, Corrective Action plans, and Closure Reports at District Peer Review (DPR) to maintain consistency with Division policy/guidance.
- Prepare information for presentation of No Further Action Reports, Response Activity Plans, work plans and other submittals under Part 201 at DPRs to maintain consistency with Division policy/guidance.
- Track closed sites for compliance with land use-based closure agreements, as needed.

Duty 3

General Summary of Duty 3 **% of Time** 10%

Maintain all RRD databases and tracking spreadsheets for assigned sites and keep sites updated. Provide periodic updates to Unit Supervisor on activity.

Individual tasks related to the duty.

- Regularly update database with site/project status for state funded sites.
- Regularly update database regarding status of private party lead sites.

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

Initially, most project management decision making should be with close guidance of supervisor and senior staff. As incumbent gains experience, a greater degree of independent decision making is expected.

Invoice approval

Work plan approvals for state funded projects

Developing recommendations associated with reviewing submittals/reports

Site investigation and sample collection

Initiate enforcement referrals

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

Nomination of facilities for state funding of investigations, interim response, and remedial/corrective actions.

Review and approval of escalated enforcement referrals.

Approval/denial of submittals.

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.

This job involves working at various contaminated sites. Occasional work in wet weather or extreme heat or cold. Field work may involve walking long distances carrying sampling equipment, supplies, and samples. Employee must have a valid driver's license and be able to drive a vehicle and work alone.

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):

___ Complete and sign service ratings.

___ Provide formal written counseling.

___ Approve leave requests.

___ Approve time and attendance.

___ Orally reprimand.

___ Assign work.

___ Approve work.

___ Review work.

___ Provide guidance on work methods.

___ 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 serves as a project manager for contaminated sites within Wayne County in the Detroit District Office. This position also provides technical assistance to the regulated community.

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

Position is currently vacant.

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

This position is for Wayne County and the function of the work area is implementation of the division's assigned responsibilities to address sites of environmental contamination within Wayne County. This position is vital to the process and application of this division's mission and goals.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?	
EDUCATION: Bachelors of Science 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: Entry Level position	
KNOWLEDGE, SKILLS, AND ABILITIES: - Knowledge of groundwater movement, chemistry, mathematics, and geology. - 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. - Ability to work independently	
CERTIFICATES, LICENSES, REGISTRATIONS: Valid State driver's license.	
<i>NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.</i>	
<i>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.</i>	
_____ 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>I certify that the entries on these pages are accurate and complete.</i>	
_____ Appointing Authority Signature	_____ Date
TO BE FILLED OUT BY EMPLOYEE	
<i>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.</i>	
_____ Employee's Signature	_____ Date

NOTE: Make a copy of this form for your records.