

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. EQSPL2B93R

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Development
4. Civil Service Position Code Description ENVIRONMENTAL QUALITY SPL 2	10. Division
5. Working Title (What the agency calls the position) MDOT Right-of-Way Environmental Specialist	11. Section Environmental Services Section
6. Name and Position Code Description of Direct Supervisor ZWENG, HAROLD; ENGINEER MANAGER LICENSED-5	12. Unit
7. Name and Position Code Description of Second Level Supervisor PARKER, DEMETRIUS; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work 425 W. Ottawa Street, Lansing, MI 48933 / 7:30 a.m. - 4:30 p.m. (or as approved)

14. General Summary of Function/Purpose of Position

This position serves as the Michigan Department of Transportation's (MDOT's) Right-of-Way (ROW) Environmental Specialist responsible for providing statewide technical service and support to ensure that the department is in compliance with Part 201 (Environmental Remediation regulations), Part 211 (Underground Storage Tank regulations) and Part 213 (Leaking Underground Storage Tank regulations) of Act 451, Public Act (PA) of 1994, as amended for land already acquired and being used by MDOT. The position manages individual sites where environmental contamination has occurred to get MDOT in compliance with environmental statutes with the objective of achieving proper environmental closures for those sites. This position also provides statewide technical service and support on asbestos testing and abatement during structure demolition and/or rehabilitation and on other environmental and contamination issues.

This position requires possession of a valid driver's license to perform soil, groundwater and asbestos sampling.

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

As MDOT's ROW Environmental Specialist, provide statewide technical service and support to ensure MDOT is in compliance with Part 201, 211, and 213 and determine the necessary steps to maintain compliance when contaminated soil, water, and occasionally air, are encountered on MDOT projects and at MDOT facilities. The department is liable for several sites of environmental contamination and encounters sites of environmental contamination during construction projects. Part 201, 211 and 213 of Act 451 involves cleanup of sites of environmental contamination from sources including soil, groundwater, known and unknown contamination, and leaking underground storage tanks.

This duty requires possession of a valid driver's license to perform soil and groundwater sampling.

Individual tasks related to the duty:

- Serve as the liaison with the Department of Environment, Great Lakes and Energy (EGLE) on the State Sites Cleanup Program. Track project status and provide requested reports to EGLE in the administration of the State Sites Cleanup Program, Section 20108c of Part 201.
- Manage consultant contracts and review and approve work at MDOT sites regulated by Part 201.
- Provide support for MDOT staff complying with Part 201 when contamination is encountered in road construction projects.
- Review and approve environmental reports and payments.
- Review, update, and approve the Non-Hazardous Contaminated Material Handling and Disposal Special Provision.
- Provide technical and regulatory guidance to the MDOT staff regarding environmental compliance and permit issues.
- Conduct soil and groundwater sampling at sites where timing or circumstances may not permit retaining consultant services.
- Review the Dewatering System for Contaminated Groundwater Special Provision.
- Track underground storage tank removal projects where releases are either suspected or confirmed.
- Identify potential problems relating to environmental regulations listed above and provide technical expertise and support to resolve these problems.
- Develop and carry out the scope of work for projects conducted in-house.
- Develop and oversee contracts when the work is carried out by a consultant.
- Establish and modify department policies and procedures regarding underground storage tank removal.
- Manage the MDOT Underground Storage Tank Removal contract.
- Conduct training for MDOT staff regarding contaminated materials regulations.
- Assist other MDOT project managers in the development of contaminated material handling specifications, requirements, and standards.
- Serve as MDOT's statewide recognized expert for compliance when contaminated soil, water, or air are encountered.
- Act as a liaison between MDOT and regulatory agencies including EGLE and Environmental Protection Agency (EPA).
- Maintain/prepare required environmental records and reports, including the annual report on state-funded cleanup sites.
- Maintain familiarity with applicable environmental laws and rules, particularly Part 201/213 of Michigan Natural Resources and Environmental Protection Act (NREPA), PA 450 of 1994.
- Serve as project manager for professional services contracts handling specialized or large-scale contamination.

Duty 2

General Summary:

Percentage: 20

Serve as MDOT's recognized expert on asbestos inspection, testing, and abatement. Asbestos may be present in buildings that MDOT has purchased for right-of-way, bridge structures, or other locations. Provide statewide technical service and support to the department to ensure that MDOT is in compliance with the National Emission Standards for Hazardous Air Pollutants (NESHAP), 40 CFR Part 61, Subpart M, National Emission Standard for Asbestos Requirements.

This duty requires possession of a valid driver's license to perform asbestos sampling.

Individual tasks related to the duty:

- Manage professional service contracts to provide asbestos inspection and abatement services related to real estate activities and bridge demolition/rehabilitation.
- Manage requests for asbestos inspections and assign work to asbestos building inspection consultants.
- Oversee consultant asbestos building inspections, and review and approve inspection reports and payments.
- Help maintenance and construction staff keep MDOT in compliance with NESHAP.
- Manage asbestos inspection scope of work.
- Review, update and approve the Asbestos Removal and Disposal Special Provision and the Asbestos Investigation of Structures special provision.
- Act as MDOT's point of contact with regulatory agencies on asbestos-related issues.

- Perform on-site asbestos sampling in situations where a contractor is not available.

Duty 3

General Summary:

Percentage: 15

Serve as project manager for construction and professional service contracts related to environmental testing, cleanup, and remediation. Serve as a subject matter expert on contaminated materials on projects.

Individual tasks related to the duty:

- Manage contracts through scoping, advertisement, and selection/bidding.
- Track and manage contractors'/vendors' time and effort on projects.
- Serve as the point of contact and liaison with other MDOT and agency staff.
- Ensure final documentation and evaluations are provided at the end of the contract period.
- Assist project managers with development of contaminated material handling contract language.

Duty 4

General Summary:

Percentage: 5

Serve as the Hazardous Waste Operations and Emergency Response (HAZWOPER) Michigan Occupational Safety and Health Administration (MIOSHA) specification specialist. This Occupational Safety and Health Administration (OSHA) specification involves the use of personal protective equipment and procedures by MDOT personnel or contractors to minimize or eliminate the risk of exposure to contaminated soil and/or groundwater at sites of environmental contamination.

Individual tasks related to the duty:

- Set up yearly, 8-hour refresher class for HAZWOPER trained MDOT employees.
- Provide guidance for application of the HAZWOPER specification in MDOT projects.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned.

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

Acts as the MDOT authority regarding matters of compliance/noncompliance with contaminated material rules and regulations. Reviews and approves work plans for site investigations and cleanup activities. Provides regulatory interpretations that are carried out by construction project managers and operations / maintenance personnel. Provides recommendations to improve compliance during construction and maintenance activities. Approves consultant invoices. Reviews and approves Special Provisions. These decisions could impact the project schedule and budget.

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

Changes in direction on department, division, section and unit 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.

Work typically found in an office environment includes extensive use of a computer and remaining in a stationary position for extended periods of time. Statewide travel to project locations that may include overnight stays and traversing irregular terrain. Ability to handle polluting materials. Position requires possession of a valid driver's license. Position may require availability outside normal working hours based on operational needs.

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):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | 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?

This position serves as MDOT's ROW Environmental Specialist responsible for providing statewide technical service and support to ensure that the department is in compliance with Part 201 (Environmental Remediation regulations), Part 211 (Underground Storage Tank regulations) and Part 213 (Leaking Underground Storage Tank regulations) of Act 451, PA of 1994, as amended for land already acquired and being used by MDOT. The position manages individual sites where environmental contamination has occurred to get MDOT in compliance with environmental statutes with the objective of achieving proper environmental closures for those sites. This position also provides statewide technical service and support on asbestos testing and abatement during structure demolition and/or rehabilitation and on other environmental and contamination issues.

This position requires possession of a valid driver's license to perform soil, groundwater and asbestos sampling.

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

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

Provide technical assistance to other organizational units through MDOT to investigate and resolve environmental issues that deal with possible ground, surface and ground water contamination such as hazardous waste (Resource Conservation and Recovery Act (RCRA)/ Part 111 of Act 451, PA of 1994, as amended), solid waste management (Part 115 of Act 451, PA of 1994, as amended), liquid industrial wastes (Part 121 of Act 451, PA of 1994, as amended), surface and groundwater discharge permits (National Pollutant Discharge Elimination System (NPDES) Permits and Part 31 of Act 451, PA of 1994, as amended), underground storage tanks (Part 211 of Act 451, PA of 1994, as amended), remedial cleanup of contaminated soil and groundwater (Part 201 of Act 451, PA of 1994, as amended), etc.

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, environmental studies and sustainability, 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, ecology, engineering, environmental health, environmental science, environmental studies and sustainability, forest management, geology, meteorology, microbiology, physical geography, physics, remote sensing, resource development, resource management, toxicology, or zoology.

EXPERIENCE:

Environmental Quality Specialist 13

Four years of professional engineering or scientific experience in an environmental protection or regulatory program

equivalent to an Environmental Quality Analyst, including two years equivalent to an Environmental Quality Analyst P11 or one year equivalent to an Environmental Quality Analyst 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- NESHAP regulations.

Ability to:

- Evaluate MDOT practices as they are related to various environmental regulation and rules.
- Be self-motivated.
- Work effectively with others.
- Communicate effectively.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Possession of a valid driver's license is required and must maintain throughout employment in the position.

Possession of the following within 6 months from the date of hire into the position and must maintain throughout employment in the position:

- OSHA Hazardous Waste Operations and Emergency Response.
- Asbestos sampling training.

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.

ASHLEY PARSONS

7/28/2026

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