

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. EVIRENGAA27R

**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.

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| <b>2. Employee's Name (Last, First, M.I.)</b>  | <b>8. Department/Agency</b><br>ENVIRON, GREAT LAKES & ENERGY   |
| <b>3. Employee Identification Number</b>   | <b>9. Bureau (Institution, Board, or Commission)</b>   |
| <b>4. Civil Service Position Code Description</b><br>ENVIRONMENTAL ENGINEER-A  | <b>10. Division</b><br>Materials Management Division   |
| <b>5. Working Title (What the agency calls the position)</b><br>Senior Environmental Engineer                                | <b>11. Section</b><br>Hazardous Waste Section  |
| <b>6. Name and Position Code Description of Direct Supervisor</b><br>GARVER, ELIZABETH C; ENVIRONMENTAL MANAGER-3            | <b>12. Unit</b>  |
| <b>7. Name and Position Code Description of Second Level Supervisor</b><br>TYSON, KIMBERLY M; STATE ADMINISTRATIVE MANAGER-1 | <b>13. Work Location (City and Address)/Hours of Work</b><br>525 W. Allegan St. Lansing, MI 48933 / Monday – Friday; 80 hours per pay period |

**14. General Summary of Function/Purpose of Position**

This position serves as the senior worker whose primary purpose is to independently use environmental engineering and project management knowledge and experience in the application of the Part 111, Hazardous Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Act 451) regulations. The person in this position is responsible for applying that expertise to engineering reviews of hazardous waste treatment, storage, and disposal facility operating license applications, closure/post closure plans, and corrective action plans for compliance with Part 111 and the Resource Conservation and Recovery Act of 1976, as amended (RCRA), and coordinating the reviews of other Department staff and agencies for these projects. The person in this position also drafts appropriate licenses, approvals or denials for the above-referenced projects, serves as Department technical resource for license applicants and the public for assigned projects, and serves as the Section's expert and resource to other technical staff on hazardous waste landfill design, construction, operation and maintenance issues. All activities are to be provided in accordance with the Department's protocol for excellent customer service.

**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: 60**

Serve as project manager and perform engineering reviews of complex and controversial hazardous waste treatment, storage, and disposal facilities for issuance of operating licenses and approval of closure/post closure and corrective action work plans and reports.

**Individual tasks related to the duty:**

- Manage licensing, closure/post closure, and corrective action activities at complex sites in Michigan. Project work includes operating and closed landfills, closure of surface impoundments, licensing or closure of tank and container storage areas, corrective action activities to address contamination from historic waste management and manufacturing operations, and enforcement technical support.
- Technical review of the Unit-related information in the operating license applications submitted for assigned facilities under Part 111 and RCRA, using environmental engineering expertise and coordination of the hydrogeological, environmental monitoring program, and geotechnical reviews by technical staff. Draft appropriate operating/post closure licenses, license modifications, approvals or denials for the projects.
- Non-routine reviews and coordination not typically conducted by other staff in the Unit include: a major license modification review of design, operation and maintenance plans for the vertical increase of the facility over both currently operating and closed landfill cells for Wayne Disposal. Review of plans for corrective action at multiple significant sources of contamination for the Total Petroleum and the GM/Ford automotive facilities in a manner which would allow maximum flexibility in achieving the necessary environmental clean-up criteria under Part 201, Environmental Response, of Act 451.
- Coordination of and participation in the reviews of corrective action submittals (i.e., RCRA Facility Investigation, Interim Measure, Corrective Measures Implementation Plans).
- Extensive coordination with technical and management staff in the Division and other Department divisions, and with outside entities, such as the Department of Community Health, county and local government, the United States Environmental Protection Agency (U.S. EPA), and active environmental groups.
- Enforcement technical support activities include providing assistance to Enforcement Section staff in the development of administrative consent orders and the technical reviews of, and compliance determinations for, documents submitted pursuant to the administrative consent orders.
- Complete other duties and projects assigned by the Hazardous Waste Section Manager or Unit Supervisor based on operational needs.

**Duty 2**

**General Summary:**

**Percentage: 30**

Use environmental engineering expertise to apply the Part 111 and RCRA regulations to perform engineering reviews of other assigned hazardous waste treatment, storage, and disposal facility operating license applications, closure/post closure plans, and corrective action plans to determine compliance with Part 111 and RCRA and coordinate the reviews of other Department staff and agencies for these projects. Carry out appropriate follow-up activities upon completion of these reviews.

**Individual tasks related to the duty:**

- Perform in-depth engineering reviews of overall facility and specific equipment plans, specifications, and other technical data provided in the applications and plans, which includes applying environmental engineering knowledge and independently working out engineering calculations or verifying those provided by the applicant.
- Personally review, as well as coordinate the review of other technical staff of corrective action plans that require the application of the clean-up criteria under Part 201 of Act 451. Upon completion of technical reviews, draft appropriate licenses, approvals or denials for the projects.
- Perform comprehensive on-site inspections of existing and proposed facilities to assess the accuracy of the information contained in the application or plan by observation and physical measurement.
- Appraise facility operation and work with other technical staff to evaluate environmental monitoring programs to ensure compliance with the appropriate Part 111 and RCRA regulations.
- Contact applicants and their consultants to discuss deficiencies, resolve design problems and other issues, request additional technical information and/or seek clarification of provided information.
- Comply with Department correspondence guidelines in written communications and use clear and proficient language skills in verbal communications.
- Maintain knowledge of various hazardous waste treatment processes, disposal methods and equipment and structures used to treat, store and dispose of specific types of hazardous wastes.
- Maintain knowledge in the applicable Part 111 and RCRA regulations that the Division is responsible for implementing.
- Maintain an understanding of the effects of specific hazardous wastes and hazardous waste constituents on the environment and human health and their compatibility with specific equipment, structures, and other hazardous wastes.
- Maintain an understanding of the parameters used to monitor and control treatment processes and storage and disposal methods and be familiar with their associated operating problems.
- Provide enforcement technical support, as needed, by assisting Enforcement Section staff in the development of administrative consent orders and the technical reviews of, and compliance determinations for, documents submitted pursuant to the administrative consent orders.
- Serve as primary Department contact person for assigned projects by meeting with license applicants, staff in other Department divisions, state and federal government agencies, the public, and environmental group representatives to discuss applicable state and federal regulations, details of application content, and procedures followed by the Division in processing applications.
- Complete other special work assignments made by the Unit Supervisor, such as responding to logged letters, assisting with training of new staff, development or updating of operational memos, and maintenance of the operating license boilerplate and corrective action attachments.

**Duty 3**

**General Summary:**

**Percentage: 10**

Serve as the Section's technical expert and resource to other technical staff on hazardous waste landfill design, operation, and maintenance issues.

**Individual tasks related to the duty:**

- Serve as a resource and liaison to Division and other Department staff on implementation and interpretation of landfill design, operation, and maintenance regulations under Part 111 and RCRA. Assist with the incorporation of new federal hazardous waste landfill regulations into the Part 111 regulations, as necessary.
- Use hazardous waste landfill experience and relationships with other experts in the state and region to assist Division technical staff and regulated facilities in resolving facility specific design, operation, and maintenance issues
- Continue to obtain specific training, and engineering knowledge and experience to enable further technical development in the hazardous waste landfill design, operation, and maintenance area in order to disseminate this information to Division staff and provide training, as appropriate.
- Serve as the Division's point of contact for other state and national experts, regulated community, and the public on the Part 111 hazardous waste landfill design, operation, and maintenance requirements.
- Personally review hazardous waste landfill design, operation, and maintenance information

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

Technical engineering and approval/denial decisions regarding hazardous waste treatment, storage, and disposal facility design, operation, and corrective action compliance with Part 111 and RCRA requirements, including decisions on complex facility issues not routinely encountered by other Unit staff. Decisions regarding the implementation and interpretation of certain hazardous waste landfill design, operation, and maintenance in Michigan.

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

Decisions that affect the Department and Division policies and procedures and decisions that may be contested and/or litigated.

**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 is primarily done indoors in an office setting (i.e., at the desk or personal computer or attending meetings). Less than 10% of the work is conducted in an industrial setting or outdoors (i.e., site visits and inspections) where there could be exposure to heat/cold/precipitation. Inspection work involves more exertion than office work (e.g., more walking and may include some lifting of equipment). Personal protective gear (e.g., hard hats, safety glasses, boots, goggles, gloves, protective coveralls, and respirators) are required to be worn during inspection work. Driving long distances for inspection work may be required.

**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"/> 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 is responsible for the management of multiple projects related to the licensing and the corrective action of contamination at a number of the most complex hazardous waste facilities at large automotive facilities, active military bases, and oil refineries, and the reviews of documents submitted in response to administrative consent orders for these facilities. This involves the extensive coordination of a number of issues and reviews not routinely encountered by other staff in the Unit with technical and management staff in the Division and other Department divisions, and with many outside entities, such as the U.S. Department of Defense, Department of Community Health, county and local government, the U.S. EPA, and active environmental groups. Serves as the Division's technical expert and resource to other technical staff on hazardous waste landfill design, operation, and maintenance issues. Uses hazardous waste landfill experience and relationships with other experts in the state and region to assist Division technical staff and regulated facilities in resolving facility specific design, operation, and maintenance issues. The ability to use personal protective equipment in accordance with federal law is an essential function of this position. At this time, the ability to use a respirator is an essential function of this position.

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

Updating PD to include the newly established senior standards. Duty 1 - Updated to identify that additional assignments may come from the Section Manager or Unit Supervisor based on operational needs. This position moved from Permitting and Program Support Unit to the Corrective Action Unit. This position maintains the same duties and responsibilities. Based on operational needs, this position may be assigned tasks allocated to the Permitting and Program Support Unit (formerly Engineering and Program Support Unit). Position Description also updated to reflect current names of the Department, Division, Unit, Section Manager and Unit Supervisor.

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

This position is assigned to the Unit responsible for administering the statewide hazardous waste program. The Unit is assigned responsibility to perform engineering reviews of hazardous waste treatment, storage, and/or disposal facility operating license applications, closure plans, closure certifications, post closure plans for compliance with Part 111 of Act 451 and RCRA and coordinate the reviews from Department staff and other agencies for these projects. The Unit staff drafts appropriate permits, licenses, or denials for the above referenced facilities. This position serves as the Section's technical expert and resource to other technical staff on hazardous waste landfill design, operation, and maintenance issues. This position uses hazardous waste landfill experience and relationships with other experts in the state and region to assist Division technical staff and regulated facilities in resolving facility specific design, operation, and maintenance issues.

**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 engineering.

**EXPERIENCE:**

**Environmental Engineer 12**

Three years of professional environmental engineering experience in the protection and improvement of land and water resources, occupational health, or air quality equivalent to an Environmental Engineer, including one year equivalent to an Environmental Engineer P11.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Strong technical engineering skills. Good writing and verbal skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

40-hour HAZWOPPER Training

Annual Respirator Fit Test

8-hour HAZWOPPER Refresher Training

Annual Health Monitoring

CPR/First Aid Training Maintain a valid driver's license

**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

6/30/2025

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