

**State of Michigan
Civil Service Commission**

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

Position Code

1. EVILICA

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 Engineer Lic-A	10. Division Remediation and Redevelopment
5. Working Title (What the agency calls the position) Environmental Engineer 12	11. Section Technical Suppo
6. Name and Position Code Description of Direct Supervisor SWIGER, NICHOLAS; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor NELLER, MICHAEL E; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work TBD Based on the Selected Candidate / Monday - Friday, 8:00 am - 5:00 pm

14. General Summary of Function/Purpose of Position

This position will manage innovative investigation, risk evaluation, and/or remediation projects conducted in the technical support section. This position will serve as the Division's recognized resource for Groundwater-Surface Water issues and the development of mixing-zone based criteria. The position will provide engineering support and review for proposed or installed engineering systems at publicly funded sites. The position will provide technical and engineering recommendations for risk evaluation and management at sites of environmental contamination and will develop and implement a due care inspection program.

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: 40**

Provide engineering technical support as the recognized Division resource for Groundwater-Surface Water Interface (GSI) Pathway Issues.

Individual tasks related to the duty:

- Provide engineering evaluation contaminated groundwater plume discharges into waters of the state.
- Provide engineering evaluation of contaminated groundwater plume discharge into stormwater sewers.
- Provide recommendations for statutory compliance with the GSI pathway.
- Provide support, sampling recommendations, and analysis to evaluate risks to human health and the environment from contaminated groundwater discharges into surface water.
- Assist staff and regulated community in obtaining mixing-zone based criteria.
- Participate and/or lead technical support teams on GSI. Draft or edit guidance or policy documents assigned

Duty 2**General Summary:****Percentage: 25**

Manage innovative investigation and remediation projects at sites of environmental contamination.

Individual tasks related to the duty:

- Research and evaluate innovative approaches to site characterization, site evaluation, and site remediation.
- Research and review the RRDs RIDE database to find sites of environmental contamination to identify sites where pilot studies can be conducted.
- Develop workplans and/or scope of work to utilize innovative site characterization, site evaluation, and site remediation approaches.
- Oversee all contractors and field work.
- Evaluate, interpret, and analyze field and laboratory data.
- Compile all data and prepare reports outlining results and make recommendations for appropriate environmental contaminants and site conditions for the investigation, evaluation, or remediation techniques.

Duty 3**General Summary:****Percentage: 15**

Develop, Implement and Oversee a Due Care and Institutional Control Inspection Pilot Program.

Individual tasks related to the duty:

- Research the RIDE database and work with RRD staff to identify sites where ongoing due care actions are necessary.
- Development and implement a due care inspection program at sites.
- Conduct or oversee contractors for the inspection of the sites of environmental contamination
- Evaluate the operation and effectiveness of any engineering controls utilized for due care.
- Evaluate the use of institutional controls for risk management.
- Maintain records of inspections and develop recommendations to management for the implementation of due care.

Duty 4**General Summary:****Percentage: 15**

Provide engineering technical support to TSS and RRD staff.

Individual tasks related to the duty:

- Provide engineering support and engineered system review for urgent mitigation actions conducted under the design-build vapor intrusion mitigation contract.
- Provide engineering support to remediation action conducted under the design-build UST and Soil Removal contract.
- Provide engineering review of remediation and mitigation systems proposed or installed on state-funded projects.
- Provide engineering support and engineering analysis to evaluate risks to human health and the environment.
- Provide engineering and technical support for pathways of exposure to human health and the environment. Provide an site analysis and provide recommendations for risk management actions.
- Review files to analyze, interpret, and evaluate the effectiveness of risk management and/or remedial actions conducted at sites of contamination.
- Maintain records and make recommendations on future actions and data requirements.
- Develop and evaluate the mathematical modeling used for the fate and transport of environmental contamination calculations.

Duty 5**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

Other duties as assigned by Section or Division management

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

This position makes independent decisions on the following:

- Engineering reviews and analysis completed for assigned projects.
- Site-specific decisions for innovative studies on placement, design, and sampling; interpretation of hydraulic and geologic conditions; determining the adequacy of pathway evaluations for RBCA evaluations; and determining monitoring requirements for remediation proposals.
- Determination of sites for due care and institutional controls inspections.
- Determination of sites and innovative evaluation and remediation options.

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

The following decisions are made with supervisor review:

- Recommendations on division policy
- Updates to the Division's Technical Guidance Documents
- Any site access issues beyond voluntary agreements
- Recommendations for risk management, evaluation, or remediation that is outside the scope of any technical guidance.

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.

This job is typically conducted in an office but will involve working at various contaminated sites. During the work there is potential for exposure to environmental contamination. 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 participate in the Division's health monitoring program, have Hazwoper certification, and have a valid driver's license.

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?

Conducts engineering analysis of innovative risk evaluation and risk management approaches at sites of environmental contamination. Serves as the Division's resource for GSI pathway evaluation, analysis, and compliance. Provides technical assistance to RRD staff by conducting engineering reviews of installed or proposed remedial systems. Develops and implements a due care inspection program.

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

New establishment.

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

The Technical Support Section provides technical support and training to the Remediation and Redevelopment Division. This position will provide additional engineering support, evaluate innovative investigation, evaluation, and remedial methods and conduct field studies of the technologies. This position will develop a due care inspection program and share lessons learned with the Division.

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:

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:

Ability to perform the following:

- Apply principles and practices to environmental engineering at sites of environmental contamination, prepare engineering drawings and to read, interpret, and write engineering reports.
- Collect and analyze environmental and engineering data.
- Write clear and concise recommendations, guidance, and reports.
- Effectively communicate verbally

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license.

Possession of a registered professional engineer license as required by the State of Michigan.

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

Appointing Authority

7/21/2025

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