

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
	Geologic Resources Management Division
5. Working Title (What the agency calls the position)	11. Section
Geologist 12	Underground Injection, Storage, and Carbon Management Section
6. Name and Position Code Description of Direct Supervisor	12. Unit
Eric Kimber, State Administrative Manager 15	Lansing District or Gaylord District
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Adam Wygant, Senior Management Executive 19	TBD / 8:00 AM – 5:00 PM, Monday-Friday

14. General Summary of Function/Purpose of Position

This position serves as a recognized resource in either the Lansing or Gaylord District, based on the selected candidate's residence or proximity. The geologist supports district implementation, technical oversight, and compliance activities associated with the Class II Underground Injection Control (UIC) Program and the Underground Natural Gas Storage (UNGS) Safety Program. This role requires strong working-knowledge of state and federal regulations, as well as industry-recommended best practices for UIC and UNGS operations. The geologist contributes to compliance evaluation, helps identify potential issues, and supports enforcement actions when necessary. The geologist acts as the district point of contact for the Underground Injection, Storage, and Carbon Management Section (UISCMS) for UIC activities under Part 615, Part 625, along with any future UIC-related statutes and for the UNGS safety program, to ensure effective scheduling, permitting, inspection, and well integrity oversight. In addition, the geologist is responsible for the regulation and enforcement of Parts 201, 615, and 625 for an assigned area. Duties associated with this role include the regulation of oil and gas exploration and production, underground injection projects, oversight of spill remediation activities, and serving as an oil, gas, and mineral well technical resource for GRMD's outreach to industrial personnel, government agencies, the general public, and internal 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 60% of Time

UIC and UNGS: Works collaboratively with UIC staff to implement the Class II UIC program and assist in ensuring compliance with United States Environmental Protection Agency (EPA) and Part 615 rules and regulations.

Serve as the recognized resource providing technical support for UIC wells regulated under Part 625 along with any future UIC related statutes and assists with UIC-related program activities. Conducts reviews of mechanical integrity tests, well testing, reservoir or formation evaluations, injection well reporting, monitoring and compliance activities, plugging, and permitting. Assists with oversight activities, record reviews, and inspections related to UNGS Safety Program operations to help ensure compliance with Part 615 regulations, federal regulations, and recognized industry standards, including API Recommended Practices 1170 and 1171.

Individual tasks related to the duty.

- Works with UICSM staff on coordination of district's involvement for Class II UIC program activities.
- Conduct technical reviews of Part 625 injection well permit applications.
- Review injection and integrity test data and identify potential compliance concerns.
- Follow up with operators regarding missing or inaccurate UIC reporting.
- Maintain Class II UIC, Part 615 underground injection, and mineral well records in agency databases and document management systems.
- Coordinate public notification and permit hearing activities for assigned applications.
- Tracking Mechanical Integrity Tests and other required program activities.
- Conduct inspections of UIC and UNGS facilities and document findings.
- Conduct inspections and compliance verification activities for assigned UIC and UNGS wells.
- Review and process assigned UIC and UNGS permit applications with emphasis on injection criteria, subsurface geologic evaluations, Area of Review analyses, and corrective action determinations.
- Provide technical assistance to district staff regarding UIC and UNGS regulatory requirements.
- Conducting inspections, documenting findings, and preparing information to support compliance and enforcement activities.
- Maintain gas storage-related records in agency databases and document management systems.
- Participate in training and program meetings related to UIC and UNGS activities.
- Perform other UIC and UNGS program duties as assigned.

Duty 2

General Summary of Duty 2 35% of Time

Siting, construction, and operation of oil, gas, and mineral wells in or near residential or sensitive area, wells that are controversial or are expected to become controversial, and wells that have exhibited significant subsurface geologic hazards. Handle advanced compliance actions relating to these wells, when necessary. Complete other special assignments as assigned.

Individual tasks related to the duty.

- Inspect and monitor the drilling, completion, production, rework, secondary recovery, plugging, site restoration, fluid disposal, transfer of ownership, and bond termination requests for these wells in an assigned area ensuring compliance with applicable rules.
- Handle compliance actions for these wells including informing company officials of deficiencies and violations of the rules, initiating violation notices, and assisting compliance staff with the preparation of escalated enforcement actions, when necessary.
- Review and approve change of well status for rework operations, temporary abandonment, well plugging and site restoration, and secondary containment construction plans at oil and gas facilities.
- Oversee implementation of well plugging operations. Inspect and recommend orphan wells for possible state-funded plugging operations, or state funded remedial projects.

- Review, evaluate, and approve/deny drilling permit applications making comments and recommendations regarding any specific problems related to public safety and the environment. Check for completeness and accuracy of the application content including casing and sealing programs, soil erosion and sedimentation plans, environmental impact assessment, potential significant subsurface geological hazards, blowout prevention equipment, and hydrogen sulfide (H2S) contingency plans.
- Perform site reviews for proposed well sites and their associated facilities. Evaluate any other EGLE or DNR concerns (i.e., Wildlife, Fisheries, Forestry) for possible environmental problems.
- Collect and interpret drilling and geological data for records and ensure conformance with the rules.
- Review secondary containment plans for production facilities to include Hydrogeological review sites. Evaluate down hole conditions and issue plugging instructions for wells to be abandoned based on knowledge of porosity zones, abnormally pressured zones, water flows, loss circulation zones, and other significant subsurface geological hazards.
- Respond to emergency situations as they arise (i.e., well control, spills, and H2S). Inspect sites, monitor progress, recommend closure of cases, or recommend referrals for escalated enforcement as needed.
- Prepare compliance cases if company fails to voluntarily comply and gather information for criminal prosecution. If necessary.

Duty 3

General Summary of Duty 3

5% of Time

Special tasks and assignments or other projects, including complex, controversial, and/or litigious projects, as directed by the GRMD Director, Field Operations Section Manager, District Supervisor, and the UISCN Section Manager

Individual tasks related to the duty.

- Related work as assigned

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

Decisions are made with the input of the UISCN section manager, or by utilizing established policies, procedures, guidelines, rules, laws, and regulations. These decisions affect industry operations and personnel; service personnel; landowners; mineral owners; local business owners; the public; taxpayers; and the land surfaces, soils, groundwaters, and surface waters of the state.

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

When situations are encountered for the first time, when there is no policy, procedure, or guideline available to formulate a proper decision, and when there are decisions regarding conflicts or changes in policy or procedure.

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.

Position involves frequent physically challenging activities while conducting inspections due to rugged topography, remote areas, and adverse weather conditions including extreme heat and cold and heavy rains or snow. This position involves driving, walking, and hiking at potentially any time of day or night in isolated areas. Necessitates frequent and close proximity to heavy drilling and construction equipment, flammable and explosive materials, toxic gases, high-pressure lines and vessels, and contaminated soils and waters. Frequent exposure to excessive noise and odors associated with industrial operations.

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):

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|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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 technical UIC and UNGS program activities, including permit review, inspections, and compliance verification. Performs geologic evaluations and prepares technical recommendations to support regulatory decisions. Maintains effective verbal and written communication with the public, regulated industry, and other governmental agencies.

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

This position differs from the Geology Specialist 13 because it performs technical reviews, inspections, and compliance work while the 13 leads the program, represents the agency externally, and directs enforcement. Duty 2 aligns with GRMD senior standards for a senior level geologist.

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

The Geologic Resources Management Division (GRMD) is responsible for the implementation of state laws and rules related to oil and gas; mineral well; orphan well; and related remediation activities. All these programs must provide for the protection of the public health and safety and the natural and mineral resources. This position is responsible for the implementation of these programs in a geographical area within the Lansing-Warren-Kalamazoo District. This position requires advanced knowledge, skills, and experience, as well as the ability to work on complex, controversial, and technically complicated assignments with the assigned area, or as otherwise assigned.

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 geology, geological science, hydrogeology, geophysics, or geological, petroleum, or mining engineering.

Alternate Education and Experience

Possession of a bachelor's degree in environmental geoscience, earth science, or environmental science with 15 semester (23 quarter term) credits in the following core geology classes: physical geology, sedimentology/stratigraphy, mineralogy/petrology, structural geology and field instruction; additionally, the candidate must have 21 semester (32 quarter term) credits in elective geology coursework; and two courses each in calculus, chemistry and physics. This may be substituted for the educational requirement.

EXPERIENCE:

Three years of professional experience in carrying out geological activities to protect, develop and maintain natural resources equivalent to a Geologist, including one year equivalent to Geologist P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of the Geologic Resources Management Division rules, regulations, acts, and objectives.
- Knowledge of geological principles; oil and gas exploration; development and production; drilling; completing, testing, producing, plugging, and restoring an oil and gas or mineral well and the methods used to clean up contaminated sites.
- Must have the ability to work with minimum supervision and make sound judgment under adverse conditions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan Driver's License is preferred.

Current H2S certification and current Hazardous Waste Operations Training. (Training provided, if necessary)

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.