

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 Quality Spl 2	10. Division Remediation and Redevelopment
5. Working Title (What the agency calls the position) Incident Manager	11. Section Field Operations
6. Name and Position Code Description of Direct Supervisor BON, CHRISTIAAN E; ENVIRONMENTAL MANAGER-3	12. Unit Gaylord District Office
7. Name and Position Code Description of Second Level Supervisor MILLER, MARY T; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work / Monday - Friday, 80 Hours Per Pay Period

14. General Summary of Function/Purpose of Position

The Incident Manager serves as a singular point of contact between local, county, state and federal government incident management personnel, on a statewide basis. The Incident Manager provides oversight of response actions to ensure compliance with state and federal regulations and incident management standards of performance. Tasks are multidimensional including preparedness for, prevention and mitigation of, response to and recovery from many types of disasters, emergencies and major events to include the most serious and complex incident "types" as defined by the National Incident Management System (NIMS).

This position also functions as a senior EQA/Project Manager to implement Part 201 and Part 213 of the NREPA at both privately-funded and state-funded properties, located in the RRD District Office.

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

PROGRAM ADMINISTRATION & OPERATIONAL EMERGENCY ASSISTANCE: Performs day-to-day administrative and technical support to local emergency management programs including program development, incident response, community planning, evaluation, tracking and measurement and environmental compliance. Establish and maintain direct contact between local jurisdictions and the RRD in order to provide advice, assistance, data gathering and coordination of state and federal resources during times of emergencies, -including Type 1 incidents.

Individual tasks related to the duty:

- Serve in any position included in the Incident Command System: Incident Commander, Public Information Officer, Liaison Officer, Safety Officer, Operations Section Chief, Logistics Section Chief, and Finance Section Chief. In a small incident, this position may function to serve in all of these capacities; in a NIMS Type 1 incident, this position would be able to serve in anyone of these capacities.
- Receive, respond to or refer RRD-related and pollution emergency incidents.
- Assess the nature and the scope of disaster and emergency in situations in order to recommend the deployment of state and federal personnel, services and equipment that may be required for the prevention, relief or mitigation of public health risks and environmental damage.
- Serve as an on-scene coordinator during emergency response and recovery operations in order to provide continuous assessment of the situation and make recommendations.
- Assist in the establishment and management of an Incident Command Post to facilitate deployment of state resources and manage response activities. Coordinate RRD participation in established State Emergency Operations Centers or local Emergency Operations Centers to support the Incident Command Post.
- Provide direction to local officials in the proper procedures for requesting state and federal aid.
- Assure that accurate local damage assessment information is collected, compiled and reported in a timely manner.
- Maintain situational awareness and communicate to EGLE Senior Management Team, the EGLE's Emergency Coordination Center and the State Emergency Operations Center to provide status reports.
- Receive reports of hazardous materials release and provide technical advice, either remotely or on-scene, to responders with a goal of mitigating imminent public health risks and environmental damage from accidental or intentional hazardous substance releases.
- Recommend to liable parties and department staff methods for bringing sources of pollution into compliance with applicable state and federal laws.
- Secure commitments from liable parties to undertake necessary emergency management and remediation of hazardous materials releases.
- Assure that all incidents are entered into the Incident Tracking System in the RRD's ERNIE database, and that any necessary follow-up activities are documented.
- Serve as the sole Point of Contact for all pollution emergency situations identified as RRD-lead.
- Evaluate calls to determine "incidents" or "complaints" and dispatch as appropriate.
- Participate and guide the development of updates to the EGLE IM Plan (EGLE 09-001) and the RRD IM Plan (RRD Policy RRD-12) to ensure compliance with state and federal regulations.

Duty 2

General Summary:

Percentage: 10

LIAISON WITH LOCAL GOVERNMENT & COMMUNITY OUTREACH: Serve as primary liaison with local, state, federal, and international partners and conduct outreach and education to communities, citizens, businesses, and private parties to promote planning and preparedness for emergency response and incident management.

Individual tasks related to the duty:

- Serve as technical advisor to local emergency management programs.
- Attend meetings with EGLE staff, U.S. Coast Guard, USEPA, and local emergency managers to provide incident management guidance and establish relationships with key agencies and personnel.
- Establish and maintain relationships with other state, federal and local emergency response personnel (e.g. State and local Fire Marshall, State Police, U.S. EPA Region 5 Emergency Response Branch, Regional Hazardous Materials Response Teams, representatives of local units of government) to ensure an appropriate, efficient and effective response to emergencies, including Type 1 NIMS incidents.
- Participate in the development of emergency response plans, incident management plans, and Area Contingency Plans.
- Participate in incident/exercises/drills and After Action Reviews to provide responding governments and agencies necessary feedback to improve emergency preparedness.
- Provide education and outreach to each county Local Emergency Planning Committee and other partner organizations (state, federal, international, regional and local agencies).
- Participate in drills and exercises with the emergency response teams from federal, state and local units of government.
- Advise private parties in in the planning and preparedness for emergency response and incident management.
- Assist in the design and evaluation of emergency exercises for local jurisdictions.
- Attend local Emergency Planning Committee meetings to promote and explain emergency management.

Duty 3

General Summary:

Percentage: 10

TRAINING AND EDUCATION: Promote, coordinate and participate in emergency management training and education activities and efforts.

Individual tasks related to the duty:

- Inform RRD and Quality of Life staff of applicable emergency plans, policies and procedures for emergency incident management.
- Seek out training and exercises to maintain credentials and qualifications consistent with the National Incident Management System (NIMS), for response to emergency situations, including incidents characterized as the most serious and complex (NIMS Type 1).
- Develop and implement drills and exercises for other staff and evaluate their participation and performance in emergency planning and preparedness.
- Develop appropriate training, conduct or assist in conducting training and mentor less senior staff on incident response.

Participate in learning opportunities that will facilitate personal professional development.

Duty 4

General Summary:

Percentage: 5

FISCAL OVERSIGHT: Responsible for oversight of expenditures of state funds for responding to emergency incidents of all levels.

Individual tasks related to the duty:

- Purchase equipment required for emergency response.
- Thoroughly understand and keep current with EGLE/RRD purchasing procedures and requirements for all amounts and types of purchases.
- Responsible for planning, tracking and oversight of expenditures of state funds authorized for response activities at hazardous materials incidents statewide. This position has authority for approving up-to \$250,000 for response activities at hazardous materials incidents. Additional funds may be authorized with approval of the RRD Field Operations Chief.
- Develop proposal and budget for the purchase of emergency response equipment; the secure storage of equipment at locations proximate to high-potential spill areas; maintenance plan for all equipment purchased; inventory and develop plan for projected replacement of equipment.
- Maintain knowledge of emergency procurement procedures for all amounts and types of equipment purchased and/or services contracted for. Provide input on RRD emergency procurement procedures.
- Serve on contractor proposal panels.

Duty 5

General Summary:

Percentage: 20

PROJECT MANAGEMENT: Acts as project manager for Part 201 and Part 213 sites as assigned by supervisor. Assigned projects will be technically complex, controversial, state-funded, or/and privately funded. The relative proportion of assigned Part 201 and Part 213 sites will be based on operational needs as determined by the field manager.

Individual tasks related to the duty:

- Provide technical and administrative evaluations on work plans and reports submitted by private parties for both the Part 201 and Part 213 cleanup programs.
- Determine administrative completeness and technical merits of submittals received pursuant to Part 201 and Part 213.
- Present remedial action and corrective action proposals to District Peer Review Team regarding the technical and administrative merits of the proposals. In certain circumstances, the review may be expanded to the RRD executive management team.
- Oversee field activities related to investigative or remediation phases at Part 201 and Part 213 sites.
- Assure liable parties are adhering to procedures and schedules outlined in Administrative Consent Orders.
- Utilize the available contracting mechanisms to conduct investigation and remediation at Refined Petroleum Fund projects. Negotiate and approve budgets, work plans, quality assurance project plans, etc., oversee work to assure that it is technically correct and performed according to the contract. Assure project stays on track according to schedule outlined at annual Action Plan meeting.
- Coordinate updates of project status, project performances measures, and documentation in support of funding to division management at Action Plan meetings.

Duty 6

General Summary:

Percentage: 15

Other duties as assigned by District Supervisor.

Individual tasks related to the duty:

- Assist in decisions involving Parts 201 and 213 liable party cleanups and in promoting redevelopment consistent with Parts 201, 213 and Act 381.
- Assist field activities related to investigative or remediation phases at Part 201 and Part 213 sites.
- Assist with the development and maintenance of Site Action Plans, Summaries, and Schedules for state funded cleanup sites.
- Assist staff efforts in conducting state funded actions to assure expenditures are reasonable, targets are met, and reports are accurate and comply with contract procurement and site schedules.

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

Review information on incidents and determine the most appropriate response, including assigning appropriate response to local district RRD incident response staff. For serious and complex incidents (e.g. NIMS Type 1), this person would lead the incident management, often in concert with other agency emergency responders: establish incident objectives, develop tactics as appropriate at the most serious and complex type of hazardous substance releases that may pose an imminent threat to human health and the environment; deciding which incident management partners are appropriate for a given response; which partners to reach out to for emergency planning and preparedness to establish strategic relationships with; incident specific hazard recognition decisions. This position is responsible for protecting their own safety, as well as the safety of all personnel and individuals at the site, protecting property and the environment, generally in that order. Other affected parties include the property owners and the community where the spill/emergency has occurred.

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

- Expending funds in excess of pre-approved limits;
- Exceptions or waiving provisions of state laws e.g. related to waste disposal, animal carcass disposal, worker exposure limits, permitting requirements, etc.
- Decisions for which only the Director has been delegated the authority to make, pursuant to NREPA.

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 involves working at various contaminated sites and at incidents where hazardous chemicals have been released. Work periods include on call 24/7 for 46 days per year. In situations where a serious incident has occurred, the job would require operational periods that may extend beyond the standard 8 hour period on a daily basis for a number of weeks. 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.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> 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 is one of 10 specialists representing RRD and EGLE, in providing Incident Management at the most serious and complex incident "types" as defined by the National Incident Management System (NIMS). This position interacts with many state, federal, international, and local emergency response organizations to develop relationships and conduct training exercises in preparation for response to major environmental emergencies.

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 District RRD functions to gain compliance with Part 201 (Environmental Remediation) and Part 213 (Leaking Underground Storage Tanks) at contaminated properties and encourage Brownfield redevelopment in the multiple county areas assigned to the district. This position serves as a front-line worker to prepare, exercise and respond to the most serious and complex hazardous substance incidents as defined by the NIMS, and to review work completed by liable parties and contractors, initiate and oversee state-funded response actions, and communicate directly with outside interests including consultants, attorneys, corporate officials, elected office-holders, and the general public. This position plays a key role in facilitating the division meeting its' mission and goals within the work area. It should be noted, however, that the position will from time to time provide assistance to other district offices.

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, 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, engineering, environmental health, environmental science, forest management, geology, ecology, meteorology, microbiology, 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:

- Ability to work well with others under potentially stressful conditions, especially when time is of the essence.
- Ability to work independently.
- Ability to read, interpret, and write technical memos, letters, laws and rules.
- Ability to collect and analyze environmental data.
- 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.
- Ability to adequately prioritize workload and meet deadlines under pressure.
- Ability to effectively communicate and bring forward the department's position under stressful conditions, including at public meetings, hearings, and during interviews with print, on-air, and social media.
- Ability to manage conflict.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid driver's license.
- Criminal Background check
- Ability to obtain the following level of NIMS training within 1 year (or as soon as possible given the schedule of course offerings) to include: IS 100, 200, ICS-300, ICS- 400, 700, 701, 800; 810, 40 hour HAZWOPER Personnel Protection and Safety, annual HAZWOPER refresher; and appropriate ICS position-specific courses

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

2/20/2025

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