

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

Position Code 1.

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.) NEW POSITION	8. Department/Agency ENVIRON, GREAT LAKES & ENERGY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description GEOLOGIST-E	10. Division REMEDATION AND REDEVELOPMENT DIVISION
5. Working Title (What the agency calls the position) GEOLOGIST-12	11. Section FIELD OPERATIONS
6. Name and Position Code Description of Direct Supervisor KAREN VORCE; ENVIRONMENTAL MANAGER-14	12. Unit GRAND RAPIDS DISTRICT OFFICE
7. Name and Position Code Description of Second Level Supervisor JAMES GAMBLE; STATE ADMINISTRATIVE MANAGER 15	13. Work Location (City and Address)/Hours of Work 350 OTTAWA AVENUE NW, UNIT 10, GRAND RAPIDS, MI MONDAY-FRIDAY, 80 HOURS PER PAY PERIOD
14. General Summary of Function/Purpose of Position	
<p>This position is responsible for managing/overseeing all aspects of geological/hydrological advanced site investigation and remediation activities using advanced investigation methods to address site condition for environmental contamination in accordance with Part 201, Environmental Remediation, and Part 213, Leaking Underground Storage Tanks, of the Natural Resources and Environmental Protection Act (NREPA), PA 451, 1994. Manage and oversee all phases of environmental site investigation and response activities conducted by contractors, consultants, project managers and the regulated community, as well as act as a consulting geologist on advanced sites that require further geological workup. Provide hydrogeological, geophysical, and geological technical assistance to district staff and the regulated community. Advanced site investigation and remediation involving complex geologic and hydrologic conditions. Direct oversight of on-site cleanup activities.</p> <p>Advanced sites and associated investigation and remediation activities include the following factors: multiple contaminants, types of contaminants, migration of contaminants over great distances or depths, complex geological/hydrological characteristics including multiple aquifer systems, groundwater not in an aquifer determinations, significant stratification, artesian conditions, surface and groundwater interaction, and fractured bedrock. Advanced methodology including geophysical techniques and modeling, groundwater modeling, sediment and contaminant transport, and other leading-edge techniques.</p>	

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:

Percentage: 80

This position manages/oversees all aspects of geologic and hydrogeologic advanced site investigations and remediation of sites of environmental contamination under Part 201 and Part 213 of NREPA, and state and private party funded sites.

Individual tasks related to the duty.

- Manage/oversee all aspects of investigation and remedial activities for advanced sites with complex geology or hydrogeology such as those with multiple aquifer systems, significant stratification, artesian conditions, surface water & groundwater interaction, and fractured bedrock.
- Conduct research and review file information regarding site's history to identify areas of concern and establish or update the conceptual site model (CSM).
- Audit submitted environmental reports pursuant to Parts 201 and 213, making decisions on adequacy of the work performed by private parties and negotiate appropriate cleanup levels and technologies.
- Oversee and direct geophysical/hydrogeological/soil field investigations.
- Develop and review complicated sampling plans and evaluate leading-edge techniques in complex stratigraphy such as unconsolidated glacial fluvial and bedrock systems.
- Utilize state contractors to conduct investigation and remedial activities at state funded projects; prepare objectives and scope of work documentation, negotiate and approve budgets, work plans and quality assurance project plans, safety plans etc. Evaluate and comment on environmental data and reports generated at state funded sites.
- Ensure that LOE contractors, liable parties, and their consultants and contractors follow work plans and Federal and State laws during field activities.
- Review, evaluate, modify and approve/disapprove remedial investigation work plans.
- Establish potential contaminants of concerns (COCs), appropriate screening levels, remedial action objectives, and identify applicable relevant and/or appropriate requirements through interpretation and application of state and federal laws.
- Review and evaluate complex investigation reports, feasibility studies, remedy selections, remedial designs, interim actions, and remedial actions consistent with CERCLA, State laws and interests, as well as USEPA and liable parties.
- Develop and negotiate operation and maintenance plans, performance monitoring plans and assess compliance with respect to the objectives and performance metrics stated in the approved Record of Decision at assigned sites of contamination.
- Review, assess and comment on operation, maintenance and performance monitoring reports, and negotiate revisions with USEPA, or liable parties and their contractors, attorneys, etc. Assess and develop performance metrics.
- Oversee implementation of short or long-term corrective actions such as purge and treat systems, air sparge, soil vapor extraction, liners, caps, slurry walls, treatment, removals, in situ, and ex-situ bioreactors, etc., at assigned sites of contamination.
- Develop, test, and evaluate innovative geological/geophysical/hydrogeological technologies, procedures and methodologies to investigate sites of environmental contamination.
- Communicate technical aspects and negotiate objectives and procedures for environmental investigations, risk assessments and remedial actions with the regulated community, liable parties, attorneys, consultants, other State and Federal agencies and the general public.

Duty 2

General Summary of Duty 2:

Percentage: 10

Provide geological and hydrogeological assistance to district staff, state contractors, private parties, consultants and the general public

Individual tasks related to the duty:

- Provide technical direction for district staff, stakeholders, attorneys, consultants, and the general public on privately funded and state funded projects.
- Act as a point-of-contact for specialized technical areas in the Geological/Hydrological field, providing technical insight to District Staff.
- Communicate technical aspects of the advanced investigation and clean-up to the public, stakeholders, legislature, local governments, agencies, division staff and management.

- Responds to the public regarding emerging contaminants discovered in surface water and aquifers used for drinking water, recreation, etc.
- Collect environmental data through field sampling and other monitoring activities.
- Provide information or responds to questions from local units of government and the public for basic geological and hydrogeological investigations.

Duty 3

General Summary of Duty 3:

Percentage: 5

Utilize compliance outreach and assistance, enforcement tools and state funding, induce progress at sites that are out of compliance with Part 201 and Part 213.

Individual tasks related to the duty.

- Respond to complaints from citizens and other governmental agencies as Project Lead.
- Keep track of non-compliant sites within designated areas and prioritize advanced sites and sites for future action.
- Work in conjunction with District Enforcement Coordinator (DEC) to identify liable parties and assist with liability determinations and identify orphaned sites or other sites available for state funding.
- Negotiate access with property owners and operators.
- Act as representative of the state at conferences, presentations, workgroups, forums and committees.
- Develop and maintain technical documentation utilizing databases, reports, and files to support enforcement and/or cost recovery actions.

Duty 4

General Summary of Duty 4:

Percentage: 5

Perform other duties as assigned by supervisor.

Individual tasks related to the duty:

- Individual tasks will vary based on operational needs.

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

Decisions made independently include: day to day operational decisions for all sites within the assigned project management area, technical decisions within advanced projects, remedial investigation and corrective action decisions including quality control decisions and approval/denial, approval/denial of work plans, scope of work, Groundwater Surface water Interface – mixing zone preliminary approval, sample locations, initiation of enforcement referrals, initiation of state funded project proposals. Such decisions impact public funds, RRD, and EGLE staff workloads, outside industries, attorneys, consultants, the general public and environment.

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

Decisions varying from district/division policies and priorities. Decisions that involve program, policy, procedure, or where legal interpretations are required; escalated enforcement referrals, funding nominations, technical document approval, written correspondence, and funding and procurement issues.

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.

The individual in this position spends approximately 3/4 work time in an office and 1/4 work time outdoors. Driving to and from sites of environmental contamination and meetings is required. Office work includes (for long periods of time): sitting, reading submittals, typing at a computer keyboard, and talking on the telephone. The position occasional requires working irregular hours in the field. Outdoor work includes (occasionally or periodically): conducting emergency hazardous substance spill responses; conducting site inspections; standing for long periods of time; walking long distances on uneven terrain; being exposed to temperature extremes, precipitation, heavy equipment noise, and hazardous substances requiring limited personal protective equipment; and collecting environmental samples which may require bending, stooping, crouching, kneeling, reaching, twisting, and lifting/carrying heavy objects (less than 30 pounds). Employee must have a valid driver's license and be able to drive a vehicle and work independently.

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 serves as a project manager for contaminated sites and provides technical geological and hydrological assistance to district staff and the regulated community. Propose, evaluate, and review work plans for geological and hydrological investigations, remedial actions and monitoring programs for all sites, including advanced sites. Develop, implement, oversee, and review investigations at State Funded sites of environmental contamination, including advanced sites. Select appropriate remedial actions at state funded sites. Participate as a geologist in district peer review and in technical guidance role in support of district staff.

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

New Position

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

The RRD Grand Rapids District is responsible for the investigation and cleanup of sites of environmental contamination of nine counties in central west Michigan, by overseeing work by private parties or utilizing legislatively-appropriated funds, pursuant to Part 201 and Part 213 of the NREPA, and other applicable state and federal statutes and regulations. The work area is intended to formalize the district office's responsibilities related to the implementation of the Part 201 and Part 213 cleanup programs. This position plays a key role in facilitating the division meeting its' mission and goals within the work area

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.

EXPERIENCE:

Geologist 12

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.

Alternate Education and Experience

Geologist 9 - 12

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Understanding of advanced environmental principals and departmental policy including Parts 201 Environmental Remediation, of the Natural resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA) and Part 213, Underground Storage Tanks, of the NREPA. Knowledge of advanced geology, hydrology, glacial geology is required. Experience with basic computer tools, including word processing, spreadsheets, database software is required. The ability to organize and work with district staff and the public, including prioritization of work. Excellent communications skills to effectively interact with professional staff and wide variety of interested parties regarding technical, legal and economic aspects of the State's cleanup program. Experience with sampling, analysis, and interpretation of technical information is required. Advanced knowledge of contaminated site investigations and cleanup actions and contaminant impact on environmental quality is preferred. The ability to act as a technical resource for district staff dealing with geological/hydrological issues is necessary. The ability to act independently in appropriate situations is necessary for the senior standard.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid Michigan driver's license.

OSHA HAZWOPER 40-hour Certificate is preferred.

Updated OSHA HAZWOPER 8-hour recertification certificate is preferred.

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.

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