

**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 9-P11	10. Division REMEDATION AND REDEVELOPMENT DIVISION
5. Working Title (What the agency calls the position) GEOLOGIST-E	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 Conducts and/or reviews geologic/hydrogeologic site investigations and remedial actions pursuant to Part 201 and Part 213 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). Basic environmental sites (I.e., small gas stations, small auto service stations and small private properties) include the following factors: single contaminant releases, using standard investigative methods and remedial actions, and involve fewer stakeholders and low public controversy. Basic site investigations also involve fewer services to coordinate and less intensive oversight of activities.	

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: 80

Conducts and/or reviews geologic/hydrogeologic site investigations and remedial actions pursuant to Part 201 and Part 213 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). Basic environmental sites (i.e., small gas stations, small auto service stations and small private properties) include the following factors: single contaminant releases, using standard investigative methods and remedial actions, and involve fewer stakeholders and low public controversy. Basic site investigations also involve fewer services to coordinate and less intensive oversight of activities.

Individual tasks related to the duty:

- Investigate and remediate sites involving single contaminant releases such as small gas stations, small auto service stations and small private properties.
- Evaluate basic site investigation work plans, investigative reports, remediation proposals/reports submitted by private parties using standard methods.
- Provide technical assistance to private parties to help ensure project activities are consistent with the requirements of Part 201 and Part 213, and any associated rules.
- Discuss appropriate cleanup targets and technologies with parties.
- Coordinate field work.
- Monitor the compliance of private parties with the requirements of Part 201 and Part 213 and refer cases for escalated enforcement when lapses have significant consequences. Provide technical support for ongoing enforcement cases.
- Maintain technical documentation, activity reports, and financial records to support cost recovery actions.
- Provide updates of project status, project performance measures, and documentation in support of funding regarding response activities to RRD management.
- Review and make recommendations/comment on site planning documents including proposed site investigation work plans and field sampling plans using standard methods.
- Present proposed work plans and reports from private parties at District's Peer Review Meetings for approval.
- Utilize the various state contractors to conduct investigation and remedial activities at state funded projects; negotiate and approve budgets, work plans, quality assurance project plans, safety plans, etc.; oversee work to ascertain that it is technically correct and performed according to the contract; review invoices; assure that work is performed consistent with RRD policy and procedure

Duty 2

General Summary:

Percentage: 10

Public meetings and outreach activities

Individual tasks related to the duty:

Document preparation for public/organized citizen group meetings.

Answer questions regarding basic site investigations.

Provide information or responds to questions from local units of government and the public for basic geological and hydrogeological investigations.

Duty 3

General Summary:

Percentage: 10

Perform other duties as assigned by supervisor.

Individual tasks related to the duty:

- Maintain the division's site information and tracking databases.
- Other tasks will vary and are 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.

Review and make recommendations/comments on site planning documents, including proposed site investigation work plans and field sampling plans using standard methods. Review and provide input on corrective action/response activity work plans, investigation and monitoring reports, including No Further Action Reports, Response Activity Plans, Final Assessment Reports, Closure Reports and Baseline Environmental Assessments. Decisions are made considering the goals and objectives of the department in consideration of public safety and the environment. Decisions may affect public health, the environment, EGLE, and others.

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 conducts and/or reviews investigation and remediation activities of assigned basic sites of environmental contamination pursuant to Part 201 and Part 213 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). Basic environmental sites (i.e., small gas stations, small auto service stations and small private properties) include the following factors: single contaminant releases, using standard investigative methods and remedial actions, and involve fewer stakeholders and low public controversy. Basic site investigations involve fewer services to coordinate and/or less intensive oversight of activities.

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 9

No specific type or amount is required.

Geologist 10

One year of professional experience in carrying out geological activities to protect, develop and maintain natural resources equivalent to a Geologist 9.

Geologist P11

Two 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 a Geologist 10.

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:

Knowledge of computer operations (Word, Power Point, Excel, and other data management systems); knowledge of environmental contamination sources; knowledge of geophysical investigative techniques; knowledge of aquifer analyses; knowledge of drilling and sampling; knowledge in preparation of sampling plans; and knowledge of state and federal contamination laws and regulations. Ability to analyze and evaluate large volumes of data in an accurate and efficient manner. Ability to adequately prioritize workload and meet deadlines. Maintain professionalism and a problem solving attitude when working with internal and external customers.

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