

**State of Michigan
Civil Service Commission**

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

Position Code

1. GEOLGSTAB26R

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 GEOLOGIST-A	10. Division Materials Management
5. Working Title (What the agency calls the position) Senior District Geologist	11. Section Field Operations
6. Name and Position Code Description of Direct Supervisor WHITMYER, NATHAN; ENVIRONMENTAL MANAGER 14	12. Unit Grand Rapids District
7. Name and Position Code Description of Second Level Supervisor SELLERS, FRED; ENVIRONMENTAL MANAGER-15	13. Work Location (City and Address)/Hours of Work 350 Ottawa Ave NW, Grand Rapids, MI 49503 80 hours per pay period

14. General Summary of Function/Purpose of Position

This position serves as the senior level geological/hydrogeological expert for the Materials Management Division (MMD) in the Grand Rapids District. The position is responsible for all aspects of Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), and the pursuant promulgated administrative rules. This position is responsible for conducting technical reviews on all incoming landfill construction permit applications, including review of the hydrogeologic studies and monitoring plans submitted to support these applications. For those landfills in the process of investigating or remediation of contaminated groundwater, this position evaluates investigation reports, remedial action plans, and monitoring data submitted to demonstrate and support remedial action selection and performance.

This position inspects solid waste disposal facilities and evaluates all groundwater, leachate, surface water, and gas monitoring results to determine compliance with Part 115 requirements. This position inspects unlicensed or illegal sites where solid waste is disposed. Sampling is conducted to provide oversight of sampling techniques at facilities, assure the integrity of submitted results, and to collect data in support of remedial investigations and enforcement actions. Expert hydrogeologic witness testimony may be required. Hydrogeologic support and expertise in support of compliance and enforcement activity is provided.

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: 65

Conduct technical and complex reviews of hydrogeologic work plans, site investigations, hydrogeologic monitoring plans and remedial action plans.

Individual tasks related to the duty:

- Review all hydrogeologic documents, including hydrogeologic studies and monitoring plans, submitted to support solid waste landfill construction permit and operating license applications. Many of these sites have complex hydrogeology and are often controversial.
- Evaluate remedial investigations, remedial action plans, and performance of remedial activity pursuant to Part 201, Environmental Remediation, of the NREPA.
- Coordinate with multiple Department of Environment, Great Lakes, and Energy (EGLE) programs, the Attorney General's office, the health department, and local units of government.
- Prepare the hydrogeologic components of landfill license and permit conditions, including hydrogeologic and monitoring plan summaries, and negotiate these conditions with the facility management. Evaluate hydrogeologic aspects of landfills' compliance with Part 115 and participate in negotiations with the facilities and their legal counsel where escalated enforcement is required. These negotiations include the development of compliance programs included in consent orders and judgments as well as the tracking of those orders and judgments. Make technical recommendations concerning particular ca
- Collect groundwater, surface water, and soil samples at sites of contamination or for collection of evidence to support enforcement pursuant to Part 115. Provide sampling assistance to other MMD Lansing staff.
- Keep district monitoring and sampling equipment in working order and provide training to district staff on new equipment or changes in sampling techniques.

Duty 2

General Summary:

Percentage: 30

Evaluate compliance of solid waste disposal facilities through inspections and review of groundwater monitoring data. Monitoring data evaluation includes data obtained independently, to determine compliance with the pollution prevention portions of Part 115, and to determine the performance of remedial actions.

Individual tasks related to the duty:

- Review and evaluate all quarterly monitoring reports for the district office to determine compliance with Part 115, the approved hydrogeologic monitoring plan and any special conditions as specified in the operating license.
- Conduct quarterly inspections to determine compliance with Part 115 and applicable license special conditions, including after-hours inspections to determine the adequacy of daily cover placement.
- Conduct periodic groundwater and or surface water sampling of select licensed landfill facilities, and evaluate the data obtained.
- Collect groundwater, surface water, and soil samples at sites of contamination or for collection of evidence to support enforcement pursuant to Part 115.
- Keep equipment in working order, and provide training to district staff on new equipment or changes in sampling techniques.
- Update and maintain the Waste Data System database and provide reports to management.
- Prepare inspection reports and letters to the responsible parties.
- Monitor the status and the inspection schedule of the regulated facilities.
- Track compliance and enforcement activities and prepare related reports.

Duty 3

General Summary:

Percentage: 5

Work with district and Lansing staff regarding enforcement issues at solid waste facilities.

Individual tasks related to the duty:

- Provide written review on hydrogeological submittals related to enforcement cases, as prioritized by the district work plan.
- Provide specific language regarding hydrogeological issues and review proposed language for incorporation into legal documents in enforcement cases.
- Participate in negotiation sessions related to enforcement issues, providing technical direction and hydrogeological expertise
- Act as an expert witness and provide testimony in court regarding enforcement sites.

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

This position serves as the recommending technical authority for all geologic issues for the MMD in the District Office. Independent decisions regarding the adequacy of hydrogeologic studies, monitoring plans, and remedial action plans are made. Independent decisions must be made during sampling investigations, concerning the appropriateness of monitoring well locations and parameters.

Affected parties include license applicants, local citizens, and other governmental agencies, and environmental groups.

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

Some situations requiring complex and comprehensive application of MMD policy require supervisor review. Also, unique situations for which policy has not been established usually require supervisor consultation. Under MMD policy, escalated enforcement actions are initiated by the supervisor under recommendation from staff.

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 position requires the ability to do walk around inspections and conduct oversight activities at NREPA-subject facilities. Inspections and oversight activities are performed typically one to three days per week and may involve exposure to all weather conditions, risks of physical, chemical, and microbiological exposures, and gaseous or fugitive dust emissions from facilities, i.e., methane, and physical hazards present (stairs, steep slopes, excavations, and heavy equipment). The geologist in this position may travel by state vehicle and work independently to inspect properties and facilities per the district's work plan and in response to citizen complaints or referrals from other divisions and agencies.

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):

- | | |
|---|--|
| ☐ 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?

The essential function of this position is to be the MMD Grand Rapids District's hydrogeological expert regarding relevant solid waste and groundwater remediation issues and demonstrate ability to effectively and efficiently handle facilities assigned, which requires a broad knowledge of EGLE statutes and rules. Additional functions include independently conducted inspections to determine compliance with Part 115, and performance of complaint investigations and follow-up enforcement activities where necessary for regulated facilities within the Grand Rapids District. Also included are review of documents and registrations preparations, staff activity documentations, and correspondence and to act as resource person for district inquiries relating to the solid waste and scrap tire programs.

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

No changes.

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

The function of the work area is to ensure compliance with several parts of the NREPA within the District. The position has the responsibility for reviewing hydrogeologic related documents under Part 115 of the NREPA. Additional duties may be assigned by the District Supervisor. Conduct inspections and surveys of waste sites and facilities and recommend innovative solutions to existing problems.

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:

- Technical knowledge in the area of hydrogeology, statistics, site investigation and remediation procedures, and an understanding of complex environmental regulations is preferred.
- The ability to communicate well in writing and verbally.
- The ability to work with diverse groups to come to a consensus and strong customer service skills are necessary.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid driver's license in the State of Michigan 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.

LAUREN FELDPAUSCH

Appointing Authority

2/9/2026

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