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| CS-214  Rev 11/2013 |  | 1. Position Code |
|  | State of Michigan **Civil Service Commission**  Capitol Commons Center, P.O. Box 30002  Lansing, MI 48909 |  |
|  | POSITION DESCRIPTION |  |

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| 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) |
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| 4.Civil Service Position Code Description | 10. Division |
| Geologist-E | Remediation and Redevelopment Division |
| 5.Working Title (What the agency calls the position) | 11. Section |
| Geologist | Geological Services Section |
| 6.Name and Position Code Description of Direct Supervisor | 12. Unit |
| Pincumbe, Jeffrey D., Environmental Manager 14 | Hydrogeology Unit |
| 7.Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| Berndt, Aaron., State Administrative Manager 15 | 635 Filley Street, Lansing, Michigan 48906  Monday – Friday, 8am – 5pm |
| 14. General Summary of Function/Purpose of Position | |
| This position conducts basic geologic/hydrogeologic site investigations/studies using established geologic methods to address site conditions. Basic site investigations/studies involve a single unconfined aquifer, shallow water tables and homogenous (2 or less) soil types. Examples of a basic site investigation/study are small dry cleaners, corner gas stations, small auto repair shops, etc. | |
| 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 % of Time 75%**  Conduct basic geologic/hydrogeologic site investigations and studies using established geologic methods to address site conditions. Basic site investigations/studies involve a single unconfined aquifer, shallow water tables and homogenous (2 or less) soil types. Examples of a basic site investigation or study are small dry cleaners, corner gas stations, small auto repair shops, etc. | |
| **Individual tasks related to the duty.**   * Plan field activities and ensure site access. * Determines general approach to an investigation or study that includes determining sample locations and matrices (soil, groundwater, vapor, surface water) to define water depth, direction, grade, and chemical characteristics of soil, groundwater and vapors. * Develop detailed plan of action in the field * Develop work plans for basic site investigations/studies. * Collects routine water, soil, and air samples from in and around contaminated sites using standard sampling protocol. * Identify the location where monitoring wells should be installed and the screened depth. * Identify the substances to be analyzed by the laboratory and the methods to be used for the analyses. * Track the status of and collect samples from installed groundwater monitor wells to track contaminant trends. * Conduct in-situ permeability tests, determine groundwater flow direction, conduct soil gas surveys. * Conduct in-situ analysis of groundwater (conductivity, pH). * Documents/records soil lithology based on soil cuttings and spit spoon/core samplings. * Assess results of field screening of samples to identify when and where samples should be collected for laboratory analysis. * Write technical hydrogeologic/geophysical reports summarizing the results of basic investigations/studies. | |
| Duty 2 **General Summary of Duty 2 % of Time 15**  Public Interaction and Outreach Activities | |
| **Individual tasks related to the duty.**   * Document preparation for public/organized citizen group meetings and workgroups. * Provides information or responds to questions from local units of government and the public for basic geological and hydrogeological investigations/studies. | |

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| Duty 3 **General Summary of Duty 3 % of Time 10**  Other duties as assigned. |
| **Individual tasks related to the duty.**   * Participate in committees. * Fill in for other Geologists on short notice. * Fill out various electronic reports such as timesheets, TEV’s, etc. * Fill out P-card form for purchases. * Assist in maintaining and keeping clean office warehouse spaces and equipment/vehicles used for fieldwork. * Other duties as assigned by management. |

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| 16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.  This position makes decisions on basic assigned hydrogeological or geophysical site investigation/studies and well abandonment. These decisions include choosing specific hydrogeological/geophysical techniques and decision on the number and depth of soil borings and monitor wells. Public health, safety, and welfare are affected by these decisions. | | | |
| 17. Describe the types of decisions that require the supervisor’s review.  Issues not clearly spelled out in the Unit, Division, Department policies//procedures.  Purchasing of supplies and equipment for field operations.  Complex site investigations. | | | |
| 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.  The position is about four months of the year in the field and eight months in the office. Office work is with the computer and involves a lot of sitting. This position also involves travel throughout the state.  Field work can be in inclement weather, in any season, and requires the following effort:   * Regularly lift objects weighting 50 to 100 pounds. * Periodically carry heavy equipment for hours at a time. * Work at sites of contamination and incur possible risk of exposure to hazardous substances. * Work around high-pressure gas lines, high voltage lines, both buried and overhead. * There is a lot of standing and walking over uneven and difficult terrain. There is some kneeling and bending when collecting samples. * As needed, work on a boat (with a crew) for long periods in lakes, rivers, and along the Great Lakes shoreline. Though the boat does not go out in inclement weather, there is always a risk of falling overboard and into the water. There is no protection from the sun on hot sunny days, and the water further reflects the rays onto the boat occupants. | | | |
| 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.) | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
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| 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.** | | | |

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| 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?  Conduct basic geologic/hydrogeologic site investigations and studies using established geologic methods to address site conditions. Basic site investigations/studies involve a single unconfined aquifer, shallow water tables and homogenous (2 or less) soil types. Examples of a basic site investigation or study are small dry cleaners, corner gas stations, small auto repair shops, etc. |
| 24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.  Updating this Position Description to align with E-level responsibilities identified in recently revised Geologist Senior Standards for the work area. |
| 25. What is the function of the work area and how does this position fit into that function?  The unit conducts soil, groundwater, geophysical, GPS and soil vapor investigations/studies at sites of contamination. In addition, the unit conducts bathymetric and sediment profiling. This position conducts basic geologic/hydrogeologic site investigations/studies using established geologic methods to address site conditions and prepares technical reports of investigative findings. |
| 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 geophysical/hydrogeological concepts, principles, methods and equipment and interpretation of the various investigation techniques. * The ability to integrate complex multidisciplinary concepts and principles to achieve desired goals. * Knowledge in a wide variety of professional disciplines: chemistry, biology, toxicology, environmental health and environmental law are desirable. * Knowledge of division policies and procedures. |
| CERTIFICATES, LICENSES, REGISTRATIONS:   * Preferred - Obtain and keep current 8-hours of HAZWOPER training as required by OSHA Standard-29 CFR 1910.120; obtain and keep current CPR/First aid training; participate in annual medical monitoring program; and 40-hur HAZWOPER training. * Preferred – valid driver’s license. |
| *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.**