

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 TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Highways
4. Civil Service Position Code Description Resource Analyst-A	10. Division Superior
5. Working Title (What the agency calls the position) Resource Analyst	11. Section Region Operations
6. Name and Position Code Description of Direct Supervisor DEGRAND, JASON; ENGINEER MANAGER LICENSED-3	12. Unit Operations
7. Name and Position Code Description of Second Level Supervisor BEDARD, JOHN W; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 1818 3rd Ave N, Escanaba MI 49829 / Monday - Friday 7:00 am to 3:30 pm (Hours may vary)
14. General Summary of Function/Purpose of Position This position functions as the recognized resource responsible for implementing, coordinating, and managing the control of hazardous and polluting materials in the Region. Provides technical expertise throughout the Region for compliance with current law, rules, and regulations concerning hazardous and polluting materials. Responsible for providing assistance throughout the region regarding roadside operations.	

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: 60

Function as the recognized resource responsible for implementing, coordinating, and managing the Region's Hazardous and Polluting Materials environmental program.

Individual tasks related to the duty:

- Provide direction, inspection, consultation, and implementation regarding all areas concerning hazardous and polluting material on a region-wide basis. This includes coverage of all Department facilities, construction, and maintenance projects to ensure compliance with current federal and state regulation.
- Provide guidance and direction to region staff in hazardous waste management and polluting materials handling which requires considerable knowledge of chemicals and their effect on the environment.
- Serve as the emergency response coordinator for contamination cleanup/remediation projects in the Region to include implementing the cleanup contract and ensuring the construction project remains in compliance with applicable environmental regulations.
- Monitor all department facilities, maintenance, and roadside operations in the Region to ensure they are in compliance with state and federal environmental laws and regulations (e.g., ensuring proper labeling and storage of contaminating materials at the garages, managing their waste streams (adjusting their Michigan Department of Environment, Great Lakes, and Energy (MDEGLE) waste generator status, organizing pickups of their hazardous waste, making judgment calls for their waste disposal, tracking the paperwork of the waste stream, etc.).When issues of non-compliance are found at a facility, communicate directly with the garage supervisor to ensure corrections are made in accordance with policies and procedures and receive and review the final audit report.
- Oversee the Pollution Incident Prevention Plan (PIPP) program for the region.
- Review scientific reports/literature related to emerging contaminants and notify affected personnel and incorporate into training materials.
- Develop and maintain specific procedures to ensure compliance with state and federal environmental laws and regulations.
- Monitor and inspect construction projects to ensure compliance with applicable environmental regulations. Site inspections on construction projects include, but are not limited to, ensuring proper handling and storage of contaminated materials, ensuring proper staging of equipment as to not allow contamination to leave the site, dust control, etc.
- Reviews ROW permits related to emergency spill response cleanup actions. Determines adequate cleanup techniques in conjunction with MDEGLE staff.
- Review contamination in Right of Way that is not permit related. (E.g. public inquires)
- Serve as a liaison between the Region and various environmental personnel in central office support areas of MDOT, MDEGLE, Michigan Department of Natural Resources (MDNR), Environmental Protection Agency (EPA), etc. regarding the Hazardous and Polluting Materials program including determining adequate cleanup techniques.
- Coordinate underground storage tank (UST) detection and asbestos testing and removal.
- Act as Region's representative at environmental remediation projects such as UST removals and contaminated soil clean ups. Advise on UST removals, asbestos testing and removal, hazardous waste disposal, bridge cleaning and painting, and other environmental concerns.
- Develop and conduct department training programs for hazardous waste handling procedures and other environmental tasks. Proctor federally regulated test and retain records.
- Train staff each year on a 3-year rotation (YR1-Hazard Awareness, YR 2-HM181 with exam/certificate, YR-3 monthly topics).

Duty 2

General Summary:

Percentage: 30

Provide assistance throughout the Region regarding roadside operations which includes identifying roadside needs (e.g., windbreak tree plantings, roundabout landscaping for headlight “glare” control, pollinator plot plantings, eradication of noxious/poisonous plants, identification of tree removals due to disease, etc.), vegetation management, landscaping, rest areas, roadside parks, right of way (ROW) permit reviews, and identifying yearly projects.

Individual tasks related to the duty:

- Assist with the oversight and guidance of privatized contractor provided maintenance operations.
- Provide assistance to the Transportation Service Centers (TSCs) and Region in reviewing vegetation removal and landscaping permits to ensure the scenic quality of the highway system and in real estate negotiations with property owners.
- Respond to public inquiries and MDARD on complaints regarding environmental activities such as the Region Herbicide and Vegetation Management Programs.
- Participate in local Cooperative Species Management Area (CISMA) groups to protect our state resources by controlling the spread of invasive species and protecting water resources.
- Conduct field examinations of timber removal/trespass on MDOT ROW, assess timber value, and negotiate settlements.
- Coordinate region response related to unpermitted cutting of timber on the ROW, provide vegetation appraisal.
- Develop and implement an annual program for vegetation practices including, turf, tree plantings/removals, and landscape materials. Work includes proper practices to control roadside erosion, herbicide application, and mowing.
- Improves vegetation management efficiencies by conducting roadside studies related to habitats and invasive species.
- Develop and implement annual herbicide program for the control of noxious and/or invasive plant species.
- Develop and monitor programs for tourist facility maintenance and improvements: Assist and advise maintenance section in the development of private service contracts and general building maintenance activities. Assure safe public drinking water and manage on-site sanitary disposal systems.
- Prepare a region tree removal, landscape, and mowing (both roadside and tourist facility) program.
- Represent the bureau’s roadside section in the region.
- Conduct training programs for tree trimming and other landscape practices.
- Assist in the preparation of region and TSC budget.
- Act as a liaison between region, TSC’s, and contract counties and municipalities to resolve roadside maintenance issues.
- Field test new equipment, materials, and methods for roadside application.

Duty 3

General Summary:

Percentage: 10

Other Region wide duties.

Individual tasks related to the duty:

- Coordinate roadside safety programs.
- Serves as Region Soil Erosion & Sedimentation Control (SESC) inspector for maintenance and construction projects. Prepare soil erosion and sedimentation control plans for maintenance activities.
- Serve as the region coordinator for the Illicit Discharge Elimination Program (IDEP).
- Develop new programs that encourage maintenance and beautification by volunteers.
- Review future projects for possible environmental concerns.
- Provide professional direction for landscaping and other roadside development projects in design and construction phases.
- Represent the roadside development section in developing programs.
- Assess landscape needs at tourist facilities in the Region.
- Evaluate the need for tree plantings and other landscaping on Region roadsides.
- Review vegetation removal permits for billboards to ensure the scenic quality of the Region's highways and assess vegetation value.
- Attend and conduct training sessions on roadside development and environmental programs.
- Provide vegetation appraisals when required for real estate acquisitions.
- Review excess property and make recommendations regarding release.
- Obtain various environmental permits related to Operational Activities such as, annual MDNR plant protected area permit, annual MDNR nuisance Animal permit (beaver), threatened and endangered species, etc.

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

Decisions related to the implementation/coordination of the Region's Hazardous and Polluting Materials environmental program to ensure compliance with MDEGLE and the Environmental Protection Agency (EPA) rules which includes any remedial actions. Decisions to ensure construction projects remain in compliance with applicable environmental regulations. Setting up work programs for region crews and contract agencies. Field testing of new procedures. Review rest area winter closure plans. Obtain permits where needed.

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

Questions involving department policies, standards, guidelines, and procedures. Situations where department policy is unclear or issues that could be politically sensitive.

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.

Physical and mental ability to handle large volumes of work under time restraints. Work involves long periods of traversing various types of terrain as well as long periods working in an office setting. Work may also involve climbing ladders, transporting medium loads, lifting heavy objects, and dealing with hazardous waste material.

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?

Position functions as the recognized resource responsible for implementing, coordinating, and managing the control of hazardous and polluting materials in the Region. Provides technical expertise throughout the Region for compliance with current law, rules, and regulations concerning hazardous and polluting materials. Responsible for providing assistance throughout the region regarding roadside operations.

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

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

This position is responsible for implementing, coordinating, and managing the control of hazardous and pollutant materials and roadside operations in the Region. Provides the expertise in the Region for compliance with current laws, rules, and regulations concerning hazardous and polluting materials.

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 a physical, biological, or natural resource science, resource management, resource planning, engineering, or a related field.

EXPERIENCE:

Resource Analyst 12

Three years of professional experience in the protection, development and maintenance of land, water, or natural resources, including one year equivalent to the experienced (P11) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Laws and regulations that govern hazardous waste and the environment.
- Chemicals and their effect on the environment.
- Vegetation and landscaping practices.
- Public health regulations as they relate to drinking water and sanitary disposal systems.

Ability to:

- Prepare written reports, correspondence, and contracts.
- Read construction plans and specifications.
- Maintain good public relations.
- Deal effectively with hazardous materials.
- Perform prolonged periods of sitting or standing, walking, bending, reaching, and operating office equipment.
- Climb ladders, carry medium loads, and lift heavy objects.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid driver's license is required.
- Possession of the following or possession within 1 year from the date of employment:
 - Commercial Pesticide applicator Categories 3A, 3B, 5 and 6
 - Hazardous Waste Operator (HAZWOPER) Certification, 40 hours
 - Construction Stormwater Operator
 - SESC plan review and design (PRD)
 - D5 Classification Drinking water operator (covers class II water supply for phosphate/chlorine treatment system)
 - Industrial Commercial Wastewater Treatment operator classifications: A-1f land surface disposal, C-1c stabilization ponds, and C-2c biological sand filters.

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.

ANDREW LIENAU _____ 2/29/2024 _____

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