

Position Code RESRALTE

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

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
	Transportation
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
	Highways
4.Civil Service Position Code Description	10.Division
Resource Analyst - E	Superior Region
5.Working Title (What the agency calls the position)	11.Section
Region Resource Analyst	Region Operations
6.Name and Position Code Description of Direct Supervisor	12.Unit
Jason DeGrand, Engineer Manager Licensed 14	Operations
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Jack Bedard, State Administrative Manager	1818 3 rd Avenue North, Escanaba, MI 49829 M-F, 7:00am – 3:30pm (hours may vary)

14. General Summary of Function/Purpose of Position

This position is responsible for providing guidance to Region maintenance and construction staff regarding compliance with current laws, rules and regulations for hazardous and polluting materials, in coordination with environmental specialists, resource analysts and environmental clearance coordinators in Central Office; and providing guidance to Region design, construction and maintenance staff concerning the management of roadside vegetation including, but not limited to, turf establishment/maintenance, weed control, tree removal and new tree planting.

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** 50

Serve as region analyst for roadside vegetation management within the region.

Individual tasks related to the duty.

- Provide guidance to maintenance staff in the application of the region's roadside vegetation management program.
- Monitor and provide recommendations for herbicide programs to control roadside brush and noxious weeds.
- Monitor and provide recommendations for tree removal and other roadside safety programs.
- Provide recommendations for tree replacements, including locations and species.
- Monitor and provide recommendations for roadside mowing and brushing operations.
- Monitor roadside park maintenance and provide recommendations for improvements or repairs for landscape treatments.
- Invasive species control - coordinate with central office regarding appropriate control practices, work with local units of government regarding best practices to control and monitor invasive species.
- Review Right of Way permits for potential impacts to environmentally sensitive areas and provide feedback.
- Provide assistance to permits and Transportation Service Centers (TSCs) in reviewing vegetation removal and landscaping permits to ensure the scenic quality of the highway system.
- Coordinate region response related to unpermitted cutting of timber on the right of way, provide vegetation appraisal.

Duty 2

General Summary of Duty 2 **% of Time** 35

Serve as the region analyst in all areas concerning hazardous and polluting materials.

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.
- Oversee the Pollution Incident Prevention Plan (PIPP) program for the region.
- As needed, inspect, consult, direct and implement plans for the handling of hazardous and polluting materials at region-wide MDOT facilities, maintenance/construction activities and/or projects.
- Train maintenance staff each year on a 3-year rotation (YR1-Hazard Awareness, YR 2-HM181 with exam/certificate, YR-3 monthly topics).
- Serve as the region liaison to environmental staff in the Lansing Central Office and various divisions of MDOT, MDEGLE, MDNR, MDARD, EPA, and others.
- Serve as the region coordinator for the Illicit Discharge Elimination Program (IDEP).

Duty 3

General Summary of Duty 3 % of Time 5

Coordinate water testing at all MDOT parks and facilities to ensure compliance with MDEGLE and District Health Department (DHD) requirements. Monitor test results and work with the various DHD's on any issues that may arise.

Individual tasks related to the duty.

Review and submit test results to MDEGLE and DHDs. Coordinate any mitigation efforts, as needed based on test results.

Duty 4

General Summary of Duty 4 % of Time 10

Perform other duties as assigned

Individual tasks related to the duty.

- Produce of reports, internal memos and/or presentations related to position.
- Attend trainings and conferences that are applicable to position and share knowledge gained with region staff.
- Serve on various region or statewide committees on an as-needed basis.
- Assist in assignment of work tasks to temporary youth and/or student employees.
- Report to region leadership on the status of environmental activities.
- Obtain various environmental permits related to Operational Activities such as, annual MDNR plant protected area permit, annual MDNR nuisance Animal permit (beaver), etc.

Duty 5

General Summary of Duty 5 % of Time _____

Individual tasks related to the duty.

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Duty 6

General Summary of Duty 6 % of Time _____

Individual tasks related to the duty.

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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.

Interpret MDOT policies and guidelines concerning environmental issues, handling of hazardous and polluting materials and roadside vegetation management. This position requires working independently and utilizing department policies and experience to make recommendations to region and TSC staff regarding environmental and roadside vegetation management issues. These decisions affect public health and safety, as well as protect the environment. This position will also represent the Superior Region on various statewide teams and committees.

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

When there is a need for interpretation of department guidelines, policies, or procedures and when existing policy is unclear. When a decision may be required from the executive level, personnel matters, assistance in mitigating controversies, and revision of a program schedule.

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.

Moving in and around an office setting, including sitting at a computer for long periods of time. Travel to projects and offices statewide. Traversing uneven terrain, including climbing up and down roadway slopes, transporting materials up to 25 lbs. Working in close proximity to traffic, including moving in and out of traffic. Climbing under bridges, wading in water as required.

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.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

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?

23. What are the essential functions of this position?

Provide entry level support in all matters related to environmental compliance, handling of hazardous and polluting materials and roadside vegetation management. Ensure that MDOT is in compliance with state and federal laws, rules and regulations as it relates to environmental issues.

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 included in the Superior Region Operations Section. This position supports operations, planning, design and construction activities.

This position serves as the sole resource for environmental issues and the management of roadside vegetation program within the region, and provides high level and complex technical assistance to all region staff and to pertinent Lansing Central Office staff.

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 9

No specific type or amount is required.

Resource Analyst 10

One year of professional experience in the protection, development and maintenance of land, water, or natural resources.

Resource Analyst P11

Two years of professional experience in the protection, development and maintenance of land, water, or natural resources, including one year equivalent to the intermediate (10) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of land and water resources, natural resource conservation needs and objectives, principles of ecology, methods of environmental research, federal and state laws related to conservation. Ability to analyze and evaluate data, prepare charts, maps and other graphs to display analysis of data, organize and write technical reports, read and interpret plans and specifications, interpret pertinent laws and regulations, communicate effectively with others and maintain favorable public relations.

