|  |  |  |
| --- | --- | --- |
| CS-214  Rev 11/2013 |  | Position Code   1. EQALTA |
|  | 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 |
| NEW | ENVIRON, GREAT LAKES & ENERGY |
| 3.Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
|  |  |
| 4.Civil Service Position Code Description | 10. Division |
| Environmental Quality Alt 9-P11 | Remediation and Redevelopment |
| 5.Working Title (What the agency calls the position) | 11. Section |
| MSHDA Brownfield Coordinator- East | Brownfield Assessment and Redevelopment Section |
| 6.Name and Position Code Description of Direct Supervisor | 12. Unit |
| GEYER, CARRIE L; STATE ADMINISTRATIVE MANAGER -15 |  |
| 7.Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| MOSHER, JOSHUA M; STATE DIVISION ADMINISTRATOR | To Be Determined, 80 hours/per pay period |
| 14. General Summary of Function/Purpose of Position | |
| This main function of this position is to review basic environmental activities proposed at contaminated sites where housing related projects are proposed in the East districts such as Detroit, Warren, Jackson, Bay City and Gaylord. This may involve providing guidance and technical assistance to communities, environmental consultants, developers, attorneys, MSHDA, and others involved in the housing development projects to ensure the protection of human health and the environment in accordance with Parts 201 and 213 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA).  This position also provides outreach and education to stakeholders and staff on program requirements and process associated with the review of MSHDA submittals. | |
| 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. MSHDA Brownfield Coordinator** **General Summary: Percentage: 70**  Asist with the review of work plans, reports and proposals submitted for housing related projects to ensure protection of human health and the environment at sites regulated by Part 201 and 213 of the NREPA. Perform reviews of submittals for basic sites of environmental contamination, Basic environmental sites involve the following factors: single contaminant releases, using standard investigative methods and remedial actions, as well as fewer stakeholders and low public controversy. Basic site investigations also involve fewer services to coordinate and/or less intensive oversight of activities.  Provide outreach and education to stakeholders and staff on program requirements and process associated with the review of MSHDA submittals.  **Individual tasks related to the duty.**   * Evaluate basic site investigation work plans, investigative reports, remediation proposals/reports submitted for housing related projects using standard methods. * Provide technical assistance to private parties to help ensure project activities are consistent with the requirements of Part 201 and any associated rules. * Discuss appropriate cleanup targets and technologies with parties. * 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 Peer Review Meetings for approval. * Interface, network, and form partnerships with other local, state, and federal agencies. * Work closely with MSHDA, the applicants, and their environmental consultants to provide guidance on best practices. * Attend relevant community meetings for MSHDA related projects. Answer general questions regarding basic site investigation and remediation activities that are being proposed. | |

|  |
| --- |
| **Duty 3** **General Summary of Duty 4 Percentage: 20**  Manage and/or assist with oversight of Brownfield Site Assessment Projects.  **Individual tasks related to the duty.**   * Investigate sites involving single contaminant releases such as small auto service stations, small private properties, and found storage drums dumped/discarded along roadways. * Coordinate field work. * Review and make recommendations/comment on site planning documents including proposed site investigation work plans and field sampling plans using standard methods. * Oversee the development of project work plans, bid documents, and contract preparation and implementation. * Identify and coordinate with other professional staff regarding project tasks that need to be performed and develop scopes of work and work statements. * Request and obtain legal access from property owners to conduct corrective actions. * Coordinate project activities with units of government, contractors, and private citizens. * Monitor compliance of project activities with applicable or relevant and appropriate requirements. * Oversee the work of professional, discretionary, and construction service contractors. * Monitor and oversee activities to ensure progress and completion of scheduled work. * Utilize various environmental sampling and monitoring equipment. * Review and approve vendor invoices for payment. * Oversee the work of professional, discretionary, and construction service contractors. * Monitor and oversee activities to ensure progress and completion of scheduled work. * Utilize various environmental sampling and monitoring equipment. * Review and approve vendor invoices for payment. |

|  |
| --- |
| **Duty 5** **General Summary: Percentage: 10**  Participate in Brownfield Assessment and Redevelopment Section meetings, special assignments, and projects as assigned by the Section Manager.  **Individual tasks related to the duty.**   * Attend section meetings. * Regularly track and provide summary of activities performed that are eligible under the United States Environmental Protection Agency (U.S. EPA) for federal 128(a) brownfield grant funding. * Special projects may include working with partner agencies such as MSHDA, the Michigan Economic Development Corporation, the Michigan Department of Transportation, the U.S. EPA, and local units of government. * Activities may include participating in workshops or other educational/outreach activities; developing reports; documenting outcomes of previous brownfield projects; and drafting press releases, legislative responses, and database queries. |

|  |
| --- |
| 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, and Documentation of Due Care Compliance. 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 section/division policies and priorities.  Decisions that involve program, policy, procedure, or where legal interpretations are required, technical document approval, and written correspondence. |
| 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.  Occasional site visits where contaminated soil, air, or ground water may be present. The site visits may involve exposure to heat, cold, or wet conditions. Most of the work is in an office environment with either long hours at a computer terminal or at off-site meetings with communities, developers, local units of government, and consultants. Off-site meetings will require traveling via a vehicle.   * Sitting- 70% * Standing- 10% * Driving- 10% * Walking, kneeling (site visits, meetings, assessment activities)- 10% |

|  |  |  |  |
| --- | --- | --- | --- |
| 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.)  N/A | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
|  |  |  |  |
| 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 duties of this position include meeting with communities, developers, other state agencies (MSHDA) to provide assistance, develop partnerships, and discuss requirements to secure EGLE approval for remedial action submittals.  It includes reviewing and making recommendations on submittals; conducting site inspections; gathering site data; using computer equipment and software (including databases, spreadsheets, word processing, mapping, and presentations); attending meetings, sometimes during the evening hours; communicating via telephone, Microsoft Teams, and e-mail; and making presentations. |
| 24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.  New establishment. |
| 25. What is the function of the work area and how does this position fit into that function?  The function of this work area is to encourage appropriate redevelopment of contaminated properties by providing outreach and technical support to communities and stakeholders to help address environmental cleanups that lead to new economic development, resulting in new private investment and private-sector jobs.  This position provides technical information and assistance to MSHDA, communities, developers, consultants, and other state and federal agencies involved in potential redevelopment projects on contaminated sites. |
| 26. What are the minimum education and experience qualifications needed to perform the essential functions of this position? |
| EDUCATION:  Possession of bachelor’s degree in the biological sciences, engineering, physical sciences, resource development, or resource management.  OR  Possession of a bachelor's degree in any major with at least 30 semester (45 term) credits in one or a combination of the following: biochemistry, biology, botany, chemistry, crop and soil science, engineering, environmental health, environmental science, forest management, geology, ecology, meteorology, microbiology, physics, remote sensing, resource development, resource management, toxicology, or zoology.  EXPERIENCE:  **Environmental Quality Analyst 9**  No specific type or amount is required.  **Environmental Quality Analyst 10**  One year of professional experience equivalent to an Environmental Quality Analyst 9.  **Environmental Quality Analyst P11**  Two years of professional experience equivalent to an Environmental Quality Analyst including one year equivalent to an  Environmental Quality Analyst 10  KNOWLEDGE, SKILLS, AND ABILITIES:  Knowledge of computer operations (Word, Power Point, Excel, and other data management systems); knowledge of  environmental contamination sources; knowledge of state and federal pollution control laws and regulations; strong verbal and written communication skills; and strong public relations ability. Ability to analyze and evaluate large volumes of data in an accurate and efficient manner. Maintain professionalism and a problem solving attitude when working with internal and external customers.  CERTIFICATES, LICENSES, REGISTRATIONS: Valid Michigan 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 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 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 Date** |

**NOTE: Make a copy of this form for your records.**