

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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b>
	Environment, Great Lakes and Energy (EGLE)
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b>	<b>10. Division</b>
Student Assistant Intern	Remediation and Redevelopment
<b>5. Internship Working Title</b>	<b>11. Section</b>
Summer Geologist Intern	Field Operation
<b>6. Name of Intern's Direct Supervisor</b>	<b>12. Unit</b>
Deanna Hutsell, Environmental Manager 14	Jackson Office
<b>7. Name of Next Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Mary Miller, State Administrative Manager 15	Hybrid Work Schedule Office: 301 East Louis Glick Hwy, Jackson, MI Mon – Fri - Up to 29 hrs/wk max or 129 hrs max / calendar year

**14. General Summary of Function/Purpose of Position**

Under the direction of the supervisor, this position provides technical support for activities addressing sites of environmental contamination in accordance with Part 201 (Environmental Remediation) and Part 213 (Leaking Underground Storage Tanks) of the Natural Resources and Environmental Protection Act (NREPA), PA451 of 1994.

The student intern assists district staff by compiling and organizing geological, hydrogeological, topographical, and other environmental data from multiple sources, including drinking water well logs, site-specific data, and aerial imagery. The compiled data will be used to generate geologic cross-sections, maps, and contaminant plume models that support the development of conceptual site models. The intern will contribute to a variety of State-funded projects within the Jackson District. Sites may include former gas stations, and large industrial facilities that require detailed subsurface and contaminant characterization due to historical contamination.

By the end of the internship, the student will (1) develop applied experience in geological and hydrogeological data analysis; (2) Gain proficiency using environmental data visualization tools such as ArcGIS and Rockworks; (3) understand the role of conceptual site modeling in risk assessment and remediation; (4) Gain exposure to the process used to evaluate and prioritize old Part 213 releases for risk-based closure; and (5) Strengthen technical communication and presentation skills through data interpretation and reporting.

**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 90%\***

Under the supervision and guidance of the supervisor and senior staff, assist in compiling, analyzing, and visualizing geological, hydrogeological, and environmental data to support site assessment and remediation activities conducted under Parts 201 and 213 of Michigan's environmental regulations.

**Individual tasks related to the duty**

**Data Compilation and Organization:**

- Compile and organize geological, hydrogeological, topographical, and related environmental data for sites managed under State-funded Part 201 and 213 programs.
- Gain familiarity with EGLE databases, technical reports, and field documentation.

**Geospatial and Cross-Section Analysis:**

- Develop 2D and 3D cross-sectional diagrams illustrating subsurface conditions, contamination, and groundwater flow pathways using GIS and modeling tools such as Rockworks.

**Map Design and Analysis:**

- Create maps that depict key geological and environmental features, such as transects, groundwater flow patterns, plume concentrations, and site boundaries, to support site characterization and planning.

**3D Conceptual Site Modeling:**

- Assist in developing conceptual site models using software such as Rockworks, ArcGIS Pro, or equivalent tools to integrate geological and contaminant data for visualization and interpretation.

**Geological and Contaminant Plume Models:**

- Contribute to the development of 3D models to visualize geological structures and the movement or concentration of contaminants within affected areas.

**File Review and Closure Support:**

- Provide support to the Jackson District Tank Team in evaluating historical Part 213 releases to determine current risk, identify data gaps, and assist in prioritizing sites for potential closure.

**Duty 2**

**General Summary of Duty 2      % of Time 10%**

Prepare and present a summary of project work completed during the internship to EGLE staff and project stakeholders.

**Individual tasks related to the duty.**

- Document key tasks and accomplishments throughout project.
- Develop presentation materials using data and knowledge gained in project work.
- Prepare 45 minutes to 1 hour presentation to be given virtually to EGLE staff and other project stakeholders.

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

Prioritization of daily work assignments based on general guidance from supervisors or lead workers. Independent decision-making is limited to organizing data and performing preliminary analysis.

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

Work is performed under close supervision. Final interpretations, models, and deliverables are reviewed and approved by senior technical staff.

**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.**

Work will involve office tasks associated with a geologist as described in this document. Occasionally, this job will involve visiting various contaminated sites. Field visits may occur in wet weather or extremely hot or cold temperatures.

**Boxes 19-22: Have been purposely removed and are not relevant to this internship role.**

**23. What are the essential functions of this position?**

The essential duties of this position are to assist staff within assigned work area. This position provides technical geological assistance to district staff under close supervision. In addition, the student intern will review work plans for hydrogeological investigations and assist staff with GIS systems and outputs.

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

This is a newly established position.

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

The Jackson District work area consists of five (5) county areas in southern Michigan including Hillsdale, Jackson, Lenawee, Monroe, and Washtenaw. The function of the work area is implementation of the Remedial and Redevelopment division assigned responsibilities to address sites of environmental contamination in the Jackson District by providing geological, hydrogeological, and GIS assistance to staff under close supervision by direct supervisor and other senior staff.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?**

A student currently enrolled pursuing a bachelor's degree in Geology, Hydrogeology, Geological Sciences, Environmental Geosciences, Geophysics, or Geologic Engineering. The student will have (1) Knowledge and understanding of hydrogeology/geology; (2) Experience with basic computer tools, including word processing and spreadsheet, and (3) Some familiarity with Geographic Information Systems (GIS).

**EDUCATION:**

Current enrollment in college or university and pursuing a degree in Geology, Hydrogeology, Geological Sciences, Environmental Geosciences, Geophysics, or Geologic Engineering.

**EXPERIENCE:**

Candidate must possess proficiency with Microsoft Office applications. Experience working with spreadsheets is required. Experience in Database development/maintenance or geographic information systems (GIS) is preferred. Background with geological/hydrogeological modeling software is preferred. Rockworks familiarity is a plus.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge and ability to operate common business software (e.g. MS Office, Excel).

GIS training and experience preferred.

Ability to spend multiple hours working at a computer workstation.

Ability to read and think critically.

Ability to write descriptively and succinctly.

Ability to understand and follow directions.

Ability to communicate effectively, orally and in writing.

Ability to organize, plan, and complete projects efficiently.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid driver's license preferred.

**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

***I have reviewed the project and approve the allocation of funds to cover payroll for the selected intern or interns.***

---

Division Director'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.**