

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 ENVIRON, GREAT LAKES & ENERGY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description ENVIRONMENTAL QUALITY SPL 2	10. Division Remediation and Redevelopment
5. Working Title (What the agency calls the position) Pre-Remedial Program Manager	11. Section Superfund Section
6. Name and Position Code Description of Direct Supervisor FUNG, COURTNEY Y; ENVIRONMENTAL MANAGER-3	12. Unit Site Management and Administrative Unit
7. Name and Position Code Description of Second Level Supervisor BRIGGS,KALAN; ENVIRONMENTAL MANAGER-5	13. Work Location (City and Address)/Hours of Work 525 W. Allegan Street, Lansing, Michigan / 80 Hours per pay period

14. General Summary of Function/Purpose of Position

Pursuant to the federal Superfund and state Part 201 program requirements, this position provides statewide management, coordination, and oversight of the Superfund Pre-Remedial Site Assessment Program administered through a USEPA Cooperative Agreement (CA). The Superfund Site Assessment Program conducts investigations at possible future Superfund sites to determine if such sites are appropriate for nomination to the federal National Priorities List (NPL). This position conducts this work as specified in the Superfund Memorandum of Agreement (SMOA) and provides technical and programmatic direction and oversight to Site Assessment team members with responsibilities for implementation of the Superfund program. This position also conducts the activities necessary to develop and prepare scoring packages for the Department to request nomination of sites to the USEPA's NPL as well as performs difficult and complex tasks associated with the Site Assessment Program.

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: 75

Coordinate all CERCLA Site Assessment activities statewide as Program Manager for the Pre-Remedial CA with the USEPA. The Pre-Remedial Program is important because it allows Michigan to identify and prioritize sites for nomination to the NPL which makes them eligible for federal funding in the Superfund Program which is a significant source of cleanup funds to the state of Michigan. Investigate sites of environmental contamination through the Pre-Remedial Site Assessment program, including performing difficult, complex, and sensitive assignments in the site investigation phase of Superfund Pre-Remedial Site Assessment Program. Coordinate the preparation and submission of NPL nomination packages.

Individual tasks related to the duty:

Cooperative Agreement Management

- Oversee all aspects of the Cooperative Agreement, including developing, tracking, and monitoring budgets, goals, and deliverables for CERCLA Pre-Remedial Site Assessment activities.
- Prepare grant narrative and budget for the grant application process.
- Routine coordination with the Superfund Section Grant Specialist and Administrative staff, such as participating in monthly grant meetings.
- Maintain schedules to ensure timely completion of program deliverables and compliance with Cooperative Agreement requirements.
- Implement intentional planning and proactive communication to ensure effective utilization and full expenditure of funds.

Program Implementation & Coordination

- Serve as EGLE's primary point of contact with USEPA for the Pre-Remedial Site Assessment Program and Cooperative Agreement activities.
- Develop and recommend procedures, guidelines, and documentation for program activities.
- Coordinate scheduling and execution of all Pre-Remedial Site Assessment tasks, including Site Discoveries, Screenings, Preliminary Assessments, Site Inspections, Expanded Inspections, Reassessments, and NPL nominations.
- Coordinate with other EGLE district offices and divisions during the pre-CERCLA desktop review to gather existing information, align program understanding, and ensure comprehensive evaluation of sites.
- Prepare briefing memos and concurrence letters for state and federal agencies during the NPL nomination process.
- Collaborate with USEPA and federal contractors to revise HRS scores and documentation for proposed and final NPL listings.
- Design and implement investigation plans, including sampling plans, work plans, and health and safety plans, and manage all logistical aspects such as staffing, equipment, site access, laboratory coordination, and community relations.
- Annually assess sites throughout the state for inclusion into the CERCLA Site Assessment program as well as select from sites that are eligible for continuation in the program for USEPA approval

Technical Support & Guidance

- Develop and implement EGLE's quality assurance program for Pre-Remedial Site Assessment activities.
- Provide technical and programmatic guidance to project managers and technicians, including support for sampling plans and investigative work.
- Assist with field investigations by participating in sampling events and related activities such as equipment preparation, mobilization, and sample handling.

Data Review & Recommendations

- Prepare, review and approve work plans, reports, and recommendations for completeness, adequacy, and compliance with established guidelines.
- Analyze data to determine site status under federal Superfund and state Part 201 programs.
- Prepare comprehensive Site Assessment reports and recommendation memos summarizing findings and conclusions.
- Develop recommendations concerning site status for NPL listing.
- Develop strategies and make recommendations to the USEPA and Division management for which sites are to be listed to the NPL using expertise of the Site Assessment process and the Hazard Ranking System (HRS) score.

Duty 2

General Summary:

Percentage: 20

Serve as the Site Assessment primary point of contact and liaison between EGLE, USEPA, and other state, federal, and local stakeholders to ensure effective coordination of Pre-Remedial Site Assessment activities. Responsibilities include facilitating communication, sharing program requirements, and providing guidance on grant eligibility and funding status. Develop and distribute reference materials to support staff understanding of cooperative agreement tasks, while promoting intentional planning and proactive engagement to ensure full and appropriate use of available resources.

Individual tasks related to the duty:

- Serve as EGLE's primary point of contact with USEPA and other agencies regarding the Pre-Remedial Site Assessment Program and related cooperative agreement activities.
- Act as liaison and technical consultant to coordinate efforts with state, federal, and internal stakeholders, including district staff and other divisions.
- Coordinate information collection and communication needed for site consideration under the Pre-Remedial Site Assessment Program.
- Inform incident management teams about grant qualifications, covered services, and funding status.
- Develop and maintain reference materials and guidance for division staff on eligible activities under the Emergency Removal Support Task of the Cooperative Agreement.

Duty 3

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

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

Responsible for program-specific technical, procedural, and budget decisions, recommendations concerning site status, and Pre-Remedial Site Assessment Program implementation and scheduling plans. These decisions affect what sites are evaluated in the CERCLA Site Assessment process and whether sites are nominated to the NPL and what remedy is performed. All these duties will impact Superfund and department response action staff, contractors, potentially liable parties, local units of government, and communities surrounding these sites.

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

When department policy or procedure decisions are required, or major department budgetary impacts are involved. All individual site recommendations to the USEPA and the proposed list for future site assessment work.

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.

This position requires OSHA 40-hour hazardous material handling training, annual 8-hour refresher courses on hazardous materials, and annual physical examinations for approval of physical fitness and use of protective equipment. Physical activities include frequent standing, walking and sitting, occasional bending, lifting, carrying, bailing, sampling and climbing. Environmental conditions include periodically working on sites of environmental contamination in atmospheres containing elevated levels of organic, inorganic, corrosive, and/or otherwise hazardous vapors in weather conditions ranging from hot to very cold, and wet to dry. The use of personal protective equipment, frequently necessary to minimize potential exposure to hazardous materials, adds to the extremes of weather conditions and slip/trip/fall hazards.

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?

The essential duties of this position include: implementing, coordinating and scheduling Pre-Remedial Site Assessments of environmental contamination sites pursuant to the Michigan and Federal rules through management and administration of the Pre-Remedial CA with the USEPA as outlined in the SMOA. In the completion of these duties, this position provides technical and programmatic oversight for all Site Assessment activities, including being the statewide point of contact with the USEPA. This position is also integrally involved in evaluating sites for inclusion in the federal Superfund program and in expedited site cleanup actions. Consistent with this involvement, this position is responsible for developing and preparing scoring packages for the nomination of sites to the USEPA's NPL. This position operates with minimal supervision and requires independent judgment to coordinate with the Superfund Financial Specialist and Supervisors.

This position requires work on sites of environmental contamination, including sampling and inspection, when performing some duties. As a result, this employee must successfully pass their initial physical examination and all subsequent physical examinations to ensure that they are safely able to perform any and all duties without imminent danger to themselves or others.

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

Since the last review of this position, one main duty has been removed the remaining two main duties have been expanded. Oversight of NPL sites has been removed, and duties have been refocused on supporting District/Division needs regarding removal support services.

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

The work area performs the necessary technical and administrative activities to evaluate and cleanup the most complex and controversial sites of environmental contamination in the state which appear on the federal Superfund and Michigan Environmental Response Act lists. This work includes the initial investigation and evaluation of these sites, determining the appropriate programs for addressing these sites, and all the budgetary and administrative functions associated with this work. This position provides state-wide coordination and specialist functions for the unit and the section, as well as to the division.

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 the biological sciences, engineering, environmental studies and sustainability, 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, ecology, engineering, environmental health, environmental science, environmental studies and sustainability, forest management, geology, meteorology, microbiology, physical geography, physics, remote sensing, resource development, resource management, toxicology, or zoology.

EXPERIENCE:

Environmental Quality Specialist 13

Four years of professional engineering or scientific experience in an environmental protection or regulatory program equivalent to an Environmental Quality Analyst, including two years equivalent to an Environmental Quality Analyst P11 or one year equivalent to an Environmental Quality Analyst 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Professional experience in soil, groundwater and surface water pollution control in the areas of investigation, evaluation, and remediation. Knowledge of groundwater and surface water hydrology, toxic materials, chemistry and geology. Knowledge of federal Superfund Site Assessment and state cleanup programs, policies, and procedures. Specialized knowledge of correct processes and procedures for the application and administration of federal grants. Well-developed technical and professional writing and communication skills and skills working with fellow employees.

The person in this position must have the ability to make independent judgments and decisions regarding the review and approval of complex technical documents and be able to effectively communicate these issues. Must also have the ability to determine when elevation of issues to management is necessary regarding site work, grant issues, and policy/procedural matters.

CERTIFICATES, LICENSES, REGISTRATIONS:

40 hour HAZWOPER training with annual 8 hour update and annual medical monitoring certifying the ability to work on sites of environmental contamination and wear air purifying respirators. Valid Michigan driver's license.

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.

LAUREN FELDPAUSCH

3/13/2026

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