

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> ENVIRON, GREAT LAKES & ENERGY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Geological Technician-A	<b>10. Division</b> Remediation and Redevelopment
<b>5. Working Title (What the agency calls the position)</b> Geological Technician 11	<b>11. Section</b> Superfund
<b>6. Name and Position Code Description of Direct Supervisor</b> WALCZAK, JOSEPH M; ENVIRONMENTAL MANAGER-3	<b>12. Unit</b> Site Assessment and Site Management
<b>7. Name and Position Code Description of Second Level Supervisor</b> KLINE, DAVID A; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 525 W. Allegan St. Lansing, MI 48909 / 40 hours per week.
<b>14. General Summary of Function/Purpose of Position</b> This position functions as a recognized resource while providing technical assistance to section staff as well as other departmental staff with investigation/remediation activities at hazardous waste sites throughout the State. This includes the operation and maintenance of the section's Geoprobe and related services. Operating sampling and geophysical equipment and collecting environmental samples at sites of environmental contamination. Procurement, maintenance, and distribution of the section's safety supplies and sampling equipment. Performing routine maintenance and calibrations on the section's monitoring equipment. Responsible for general maintenance of the section's motor pool vehicles and boats. Compiles data obtained during environmental sampling assessments. Operates global positioning system (GPS) equipment and uses GPS data to generate maps and figures. Assists in oversight activities at sites of environmental contamination.	

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: 35**

Functions as a recognized resource by providing technical assistance to section staff as well as other departmental staff with environmental investigation and remediation activities at hazardous waste sites throughout the State. The position also provides oversight of contractors at the work site to ensure that work complies with established state and federal procedures and policies..

**Individual tasks related to the duty:**

- - Conduct Geoprobe operations at sites of environmental contamination to collect soil, groundwater, and soil gas samples for investigation purposes. Due to the wide variety of geological formations encountered, a thorough understanding of the various techniques as well as the latest developments in direct push technology is required to efficiently operate and maximize the Geoprobe's capabilities.
  - Provide oversight of contractors conducting environmental investigation or remediation activities to ensure that work complies with established state and federal procedures and policies. Oversight duties may include: drilling monitoring well installation operations, sample data collection, soil, drum, and tank excavations, installation of ground water remediation systems, and other related activities. Maintain records, prepare reports, and correspond with project managers on issues related to these duties.
  - In collaboration with staff, compile environmental data from sampling/oversight activities for data analysis and inclusion into various reports.
  - Determine proper sampling locations, sampling techniques and the proper instruments to use while collecting various samples of potentially contaminated media, including soils, sediments, surface water, groundwater, and soil vapor.
  - Design and coordinate Geoprobe investigations at sites of environmental contamination.
  - Provide field support for other site operations, including surveying, GPS data collection, decontamination, etc.
  - Maintain field activity records and provide data and reports, as necessary, for field sampling activities.

**Duty 2****General Summary:****Percentage: 20**

Operate and maintain various geographic information systems (GIS) and GPS hardware and software by designing and coordinating data presentations, collecting and managing data, and creating maps and figures for use by staff in various reports.

**Individual tasks related to the duty:**

- - Maintain GIS and GPS data for staff for the purpose of creating maps and figures
  - Use GIS software, such as ArcGIS, to create maps and figures for inclusion in various reports and documents.
  - Designing and coordinating data presentations through GIS.
  - Participate in the department's GIS Users Group to stay current on department issue with regard to GIS and to represent section issues/concerns.

**Duty 3****General Summary:****Percentage: 15**

Perform maintenance, calibration, and upkeep of the Section's various monitoring and sampling equipment.

**Individual tasks related to the duty:**

- Maintain the inventory of the section's field and sampling equipment, which includes but is not limited to: air monitoring equipment (PIDs, multi-gas meters, etc.) submersible pumps, dedicated bladder pumps, peristaltic pumps, bailers, augers, static water level indicators, communication devices, decontamination equipment, generators and other related items.
- Maintain, calibrate, and repair section field and sampling equipment as appropriate, which includes working with product manufacturers to send in equipment for repairs and upgrades.
- Make suggestions/requests to project managers and management for procurement of new equipment based on condition/age of current equipment and new technologies.
- Acquire and maintain catalogs and other information on air monitoring and field sampling equipment.

**Duty 4****General Summary:****Percentage: 15**

Maintain the Section's Geoprobe rig, motor pool vehicles, trailers, and boats.

**Individual tasks related to the duty:**

- Work cooperatively with the Geological Services Section on the maintenance, upkeep, and upgrades for the section's Geoprobe rig.
- Stay up to date on the latest updates and advancements of Geoprobe technology to maintain current Geoprobe technology abilities.
- Responsible for ensuring that the Section's vehicles, trailers, and boats are safely maintained and scheduling any necessary repairs.
- Ensure that section owned vehicles, trailers, and boats are properly licensed

**Duty 5****General Summary:****Percentage: 10**

Procure, distribute, and maintain the Section's field sampling supplies, safety supplies, and personal protective equipment

**Individual tasks related to the duty:**

- Maintain the inventory of the section's field sampling supplies and personal protective equipment.
- Procure and distribute field sampling supplies, safety supplies, and personal protective equipment, including disposable suits, gloves, boots, and respiratory protective equipment.

**Duty 6**

**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.**

This position will determine proper sampling locations and sampling techniques; proper locations and techniques can have a significant impact on the integrity and usefulness of a sample. Selecting the proper monitoring instruments to use in a given situation and choosing the appropriate level of personal protective equipment needed based on the information obtained from the instruments; this decision is often very critical when dealing with unknown or hazardous chemicals that may pose significant health risks to personnel on the site. Procuring supplies needed for a field project. Selection of proper equipment and supplies can impact not only how well project objectives are met, but also how cost effective it is. Recommend procedural changes and/or take corrective actions to minimize equipment failure.

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

Decisions that may require deviating from standard operating procedures. Accepting assignments from staff that may require extensive amounts of time, causing scheduling conflicts with other projects. Large dollar amount equipment and supply purchases and equipment breakdown follow-up Changes that may affect job/crew, public safety, and job integrity. Difficulties with site access.

**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.**

The job duties require an employee to being in good physical condition to work outdoors in both good and inclement weather and in rural and urban settings. The employee will be required to walk, stoop, reach, bend, and carry while performing their duties and to drive on Michigan roadways and off-road for extended periods. The job duties may require an employee to traverse rough terrain. The job duties require an employee to move and carry heavy objects, including 50 pounds or more. Occasionally work on contamination sites with hazardous working environments, including toxic chemicals, explosives, fire hazards, heavy equipment, and utilities. Occasional work on boats. Work on contamination sites is estimated to be approximately 10% of the time.

**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?**

This position functions as a recognized resource while providing technical assistance to section staff as well as other departmental staff with investigation/remediation activities at hazardous waste sites throughout the State. This includes the operation and maintenance of the section's Geoprobe and related services. Operating sampling and geophysical equipment and collecting environmental samples at sites of environmental contamination. Procurement, maintenance, and distribution of the section's safety supplies and sampling equipment. Performing routine maintenance and calibrations on the section's monitoring equipment. Responsible for general maintenance of the section's motor pool vehicles and boats. Compiles data obtained during environmental sampling assessments. Operates global positioning system (GPS) equipment and uses GPS data to generate maps and figures. Assists in oversight activities at sites of environmental contamination.

**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 the work area is to identify, assess, investigate, and remediate sites of environmental contamination through the Federal Superfund program. This position provides technical assistance to all aspects of the program, as well as supports the program work by supplying and maintaining the section's equipment and supplies. The position also provides assistance for the management and operation of GIS/GPS systems in the work area as well as compiling data reports and maps.

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

**EDUCATION:**

Possession of an associate's degree in petroleum technology, earth science, or geology.

**EXPERIENCE:**

**Geological Technician 11**

Three years of experience performing geological technician assignments, including one year equivalent to a Geological Technician E10.

**Alternate Education and Experience**

**Geological Technician 8 - 12**

Four years of experience in any of the following: well drilling; service/inspections of pumps, tanks, and water systems; soil and water sampling; well maintenance and repair; welding of pipes and repair of well related equipment; or, operation of heavy equipment including backhoe, well drilling rig, and related equipment may be substituted for the educational requirement.

Completion of one year of college (30 semester or 45 term credits) and two years of experience in any of the following: well drilling; service/inspections of pumps, tanks, and water systems; soil and water sampling; well maintenance and repair; welding of pipes and repair of well related equipment; or, operation of heavy equipment including backhoe, well drilling rig, and related equipment may be substituted for the educational requirement.

Possession of a bachelor's degree or higher with 16 semester (24 term) credits in job specific or related course work qualifies for the Geological Technician E10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of federal and state environmental policies, remedial technologies, groundwater and toxic materials, and the ability to communicate well (both verbally and in writing). Knowledge and skill with various types of sampling and monitoring equipment, including uses, limitations and maintenance. Knowledge and skill with GIS and GPS equipment with abilities to compile data and create maps and figures. Mechanical aptitude with heavy equipment operation and the use of power and hand tools.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Upon hiring, position will require receiving 40 hazardous Waste Operator Training (HAZWOPER) and annual 8-hour HAZWOPER Refresher Course. EPA Air Monitoring for Hazardous Materials Course. Participation in department mandated training programs. Participate in department's health monitoring program. A valid Michigan Driver's license is preferred. Be trained and keep current in CPR/First Aid.

**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

4/8/2021

\_\_\_\_\_  
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