

## 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-E	<b>10. Division</b> Remediation and Redevelopment
<b>5. Working Title (What the agency calls the position)</b> Geological Technician 8-E10	<b>11. Section</b> Geological Services Section
<b>6. Name and Position Code Description of Direct Supervisor</b> DENSTEADT, SCOTT W; ENVIRONMENTAL TECH SUPV-1	<b>12. Unit</b> Geotechnical
<b>7. Name and Position Code Description of Second Level Supervisor</b> BERNDT, AARON J; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 635 Filley St. Lansing, MI / 40 hours per week

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

This Geological Technician is responsible for operating standard equipment for bathymetric, hydrogeological, and geophysical surveys for field studies at contaminated sites. The simple/less complex equipment that includes smaller direct push drilling equipment, grouting machines, small and less sophisticated drones, electric pump, peristaltic pumps, water level meters, skid steers, forklift, and truck with trailer for field assignment operations. This position is responsible for collecting environmental samples (soil, water, air) and compiling associated data. The position provides data to the senior level technicians to include when writing their technical field reports. This position also completes minor repairs/maintenance of the simple equipment such as checking/adding fluid, replacing hoses, batteries, etc.

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**

Operation and maintenance of standard equipment for field studies at contaminated sites including smaller direct push drilling equipment, grouting machines, small and less sophisticated drones, electric pump, peristaltic pumps, water level meters, skid steers, forklift, and truck with trailer.

**Individual tasks related to the duty:**

- Operate smaller direct push drilling equipment, small and less sophisticated drones, electric and peristaltic pumps, water level meters, forklifts, skid steers and truck with trailer for field assignment operations.
- Collect soil, water, and air samples.
- Operate a grouting machine to grout well annulus; add 50-pound bags of grout material to mixing machine.
- Serve as an assistant on drill crews, geophysical surveys, surveying of location and elevations of wells, borings, etc.
- Coordinate equipment and material needs with the crew chief and the project manager.
- Assist in calibrating/operating portable equipment used for field screening of soil and groundwater for contamination.
- Assist in laying out field grids and equipment for large scale geophysical surveys.
- Calibrate and maintain instruments used for field screening samples for chemical contamination.
- Record instrument readings, check on equipment connections.
- Load, unload and transport all necessary equipment, tools, instruments, and supplies on and off vehicles and trailers.
- Add/remove augers from the drill; shovel and move cuttings.
- Load and transfer steel or plastic casing to drill locations.
- Load and transport all necessary equipment and materials to and around job site.
- Measure water levels in monitor wells with water level indicator tape.
- Collect water samples with an electric or peristaltic pump.
- Clean augers and equipment.
- Drive a truck with a trailer for field operations.
- Work with the geologist and senior geological technicians as part of a team.
- Collect, document, and report water level data.
- Clean / decontaminate equipment.
- Perform minor repair of simple/less complex equipment in the field such as checking fluid levels, adding fluids, replacing hoses, batteries, etc.
- Notifies senior technician when equipment is not functioning properly and requires major repair or replacement.

**Duty 2**

**General Summary:**

**Percentage: 20**

Collection of soil and groundwater samples and associated data for inclusion in field reports

**Individual tasks related to the duty:**

- Collect environmental samples (soil, water, air) and compile associated data..
- Provide data to senior level technician to include in field report.

**Duty 3**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Assist in inventory control/maintenance.
- Use computer databases to track and inventory equipment and to order supplies.
- Contact Ms. Dig and get an OK to proceed prior to drilling.
- Go to owner's house, explain activity for which access is required, and obtain signature on Access to Private Property form.
- Prepare drilling equipment inventories.
- Help fill out drilling logs
- Maintain files of soil and test holes from drill sites.
- Attend meetings

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

Recommend procedural changes and/or take corrective actions to minimize equipment failure. Decisions on how to best carry out assigned duties.

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

- Changes that may affect job/crew, public safety, and job integrity.
- Difficulty in site access.
- Equipment breakdown.

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.

- Requires being in good physical condition to be able to work outdoors in all types of weather and to be able to lift/carry objects up to 100 pounds.
- About 60% of the time the person must work outdoors in both good and inclement weather and in rural and urban settings. There is a lot of walking, stooping, bending, and twisting.
- Drilling operations continue in the rain unless there is a chance of lightning.
- Work around high-pressure gas lines, high voltage lines (both buried and overhead).
- Regularly lift objects weighing 50 to 100 pounds.
- With assistance of another person, routinely carry augers that are 5 feet long, hard to hold, and weigh over 100 pounds.
- Carry equipment to off-road sites.
- Work on a boat.
- Conducting hydrogeological investigations at sites of known or suspected contamination statewide.
- Potential exposures to hazardous substances and situations while performing field work. Due to the potential exposures to hazardous substances and situations while performing field work, this position may require the use of a respirator when performing job duties. As a result, this position is required to be part of the EGLE's Health Monitoring and Respiratory Protection program and maintain MIOSHA Part 432 Hazardous Waste Operations and Emergency Response (HAZWOPER) 40hr certification.

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"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> N | 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 is required to be part of the EGLE's Health Monitoring and Respiratory Protection program and maintain MIOSHA Part 432 Hazardous Waste Operations and Emergency Response (HAZWOPER) 40hr certification. Positions that are part of the Health Monitoring and Respiratory Protection program will be subject to initial and subsequent physical examinations to ensure that employees are safely able to perform duties without imminent danger to themselves or others.

Operation and maintenance of standard equipment for field studies at contaminated sites including smaller direct push drilling equipment, grouting machines, small and less sophisticated drones, electric pump, peristaltic pumps, water level meters, skid steers, forklift, and truck with trailer. This position performs minor repairs of simple/less complex equipment in the field such as checking fluid levels, adding fluids, replacing hoses, batteries, etc., and notifies senior technician when equipment is not functioning properly and requires major repair or replacement.

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

Requesting to update PD with current duties/responsibilities including respirator program language.

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

This position is responsible for the operation and maintenance of standard equipment for field studies at contaminated sites including smaller direct push drilling equipment, grouting machines, small and less sophisticated drones, electric pump, peristaltic pumps, water level meters, skid steers, forklift, and truck with trailer. This position performs minor repairs of simple/less complex equipment in the field such as checking fluid levels, adding fluids, replacing hoses, batteries, etc., and notifies senior technician when equipment is not functioning properly and requires major repair or replacement. The position works on the equipment used to obtain the soil/groundwater/bathymetric information.

**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 8**

No specific type or amount is required.

**Geological Technician 9**

One year of experience performing geological technician assignments equivalent to a Geological Technician 8.

**Geological Technician E10**

Two years of experience performing geological technician assignments, including one year equivalent to a Geological Technician 9.

**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:**

- The person must be in good physical condition to be able to work outdoors in all types of weather and to be able to lift/carry objects up to 100 pounds. Ability to work outdoors in both good and inclement weather, in rural and urban settings.
- Travel throughout the state is required with one to five days overnight stay away from Lansing being common, and once or twice a year being over a week away from Lansing.
- A good deal of diplomacy is required in obtaining access from owners because sites are usually areas of known or suspected groundwater contamination.
- Being able to get along with others as part of a team for weeks at a time.
- Mechanical aptitude, heavy equipment operation; use of power hand tools a plus.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must have or be able to obtain a Commercial Driver's License – Class A (CDL) and endorsements for a tanker and a trailer with tractor.
- Obtain Forklift Operator Permit
- Participation and compliance with Alcohol and Drug testing program required by the Omnibus Transportation Employee Testing Act of 1991.
- Obtain and keep current 40 hours of Hazwoper training as required by OSHA Standard-29 CFR 1910.120
- Be trained and keep current in CPR/First Aid.
- Required to participate in annual medical monitoring program due to working on contamination sites.

**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

1/26/2023

\_\_\_\_\_  
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