

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. GEOLGSTEA99R

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 GEOLOGIST-E	10. Division Geological Resources Management Division
5. Working Title (What the agency calls the position) Limited Term Geologist 9-P11	11. Section Field Operations
6. Name and Position Code Description of Direct Supervisor ARMBRUSTER, JAMES R; ENVIRONMENTAL MANAGER-4	12. Unit Orphan Well Program/Unit
7. Name and Position Code Description of Second Level Supervisor VACANT; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Bay City or Cadillac District Office / 40+ hours, typically Monday - Friday

14. General Summary of Function/Purpose of Position

This position provides EGLE with statewide coverage of the Orphan Well Plugging and Environmental Services program at oil and gas wells and production facilities. This position assists the orphan well program geology specialists with coordinating the Orphan Well Plugging and Environmental Services contracts, provides programmatic technical advice and consultation to staff and vendors, documents orphan work activities, and ensures projects and services are implemented in accordance with the mission of the department. This position is crucial to providing EGLE with statewide oversight of plugging and remediation of abandoned and improperly maintained well sites and facilities that require State action to protect the environment and public health and safety.

Additionally, this position also serves as a district area geologist whose duties include regulation and enforcement of Parts 201, 615, 616, and 625 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA) in an assigned geographical area. Utilizing established policies, procedures, rules, laws, and regulations this position will complete inspections, reviews, and enforcement activities for the regulation of oil and gas exploration and production in accordance with Part 615 and 625.

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: 45

Serve as a Geologic Resources Management Division (GRMD) Orphan Well Program Geologist. Serves as an operational authority over contracted vendors to ensure proper procedures, methods and processes are being utilized by project managers, staff, and contractors. Responsible for assuring the proper implementation of Parts 201, 615, and 616 on orphan contract projects. Works with GRMD geology specialists on state funded sites regarding Orphan Well Environmental Services, including implementation of work plan, documentation of onsite activity, review of contractor invoices, and preparation of documentation.

Individual tasks related to the duty:

- Review technical project specifications, develop and track schedules, set priorities and handle workload issues.
- Works with GRMD Orphan Well Program Geology Specialists and Supervisor to ensure the project and services for the Orphan Well Environmental Services program projects are implemented in accordance with the program goals to protect the environment, public health, and natural resources.
- Review complaints and emergencies.
- Review contracts, scope of work, and work plans with geology specialists and/or supervisor.
- Assist in securing private property access.
- Answer questions of consultants and vendors concerning the application of Part 616 Orphan Well Programs. Oversee projects to make sure tasks are technically correct and performed according to contract.
- Obtain list of potential abandoned wells from District staff and verify status of wells according to program criteria.
- Conduct on-site inspection of each well site. May include gathering soil and/or water samples, taking pictures/video, and other evidence condition of site.
- Utilize Orphan Well scoring procedure to prioritize plugging, response activities, and site restoration projects in area.
- Oversee well plugging actions conducted under the Orphan Well Plugging Contract.
- Attend and/or address public and private meetings; provide records and general information.
- Provide testimony at hearings, as needed; provide depositions or court appearances.
- Mediate disputes between interested parties.
- Use the principles of good customer service in accomplishing all activities.
- Attend and participate in meetings, maintain lists/databases, and complete special projects as assigned by immediate supervisor.
- Research records and assist in drafting plugging instructions for oil and gas and mineral wells.
- Review plugging records sent in by companies submitting to supervisor for approval.
- Review other records generated as part of the orphan well plugging projects and work with geology specialists and immediate supervisor to verify accuracy.
- Assist in the creation of the annual orphan well report.
- Complete other special assignments as assigned by supervisor.

Duty 2**General Summary:****Percentage: 45**

Serve as a GRMD Area Geologist. Inspect oil, gas, and mineral wells; drilling, completion, rework, production, secondary recovery, plugging, site restoration, and transfer of ownership requests. Assist in ensuring environmental cleanups comply with regulations and department policies. Collect and/or review technical, geological, and hydrogeologic information to ensure conformity. Prepare reports, review reports, and draft recommendations to supervisor regarding the progress of cleanups and compliance actions. Complete other special assignments as assigned.

Individual tasks related to the duty:

- Conduct on-site inspections of oil, gas, brine disposal, injection, mineral, and other similar wells as assigned by immediate supervisor for compliance with applicable Part 615/625 rules, statute, guidance, and orders.
- Review applications for permit to drill for proposed wells within their designated geographical area of coverage.
- Conduct on-site inspections of drilling, completion, production, plugging, compliance, remediation, and rework operations to assure conformance with program.
- Gather geologic and completion information to ensure conformance with the rules.
- Inform company officials of deficiencies and violations of the rules.
- Ensure that no environmental damage or waste is occurring.
- Serve as an information source to industry representatives on plugging procedures and requirements.
- Make sure proper BOP equipment and H2S procedures are followed during drilling, completion, servicing operations, production, and plugging procedures.
- Conduct routine H2S inspections at oil and gas sites, facilities, and flowlines.
- Collect soil, groundwater, and surface water samples.
- Review company investigation techniques and on-site methods of information gathering.
- Review effectiveness of cleanup programs utilizing senior staff and management expertise.
- Review possible impact on surrounding owners after evaluating groundwater flow direction utilizing senior staff and management expertise.
- Draft deadlines and schedule for companies to comply with.
- Assist in gathering information for criminal prosecution, if necessary.
- Prepare reports and draft recommendations to supervisor.
- Attend and participate in meetings, maintain lists/databases, and complete special projects as assigned by immediate supervisor.

Duty 3**General Summary:****Percentage: 5**

Respond to complaints from the public, oil and gas industry, and other governmental agencies regarding noise, odors, and spills associated with the orphan sites or oil and gas and mineral wells industries. Assist in the response to emergency situations as they arise, i.e., well control, spills, and hydrogen sulfide (H2S).

Individual tasks related to the duty:

- Visit affected areas to determine if complaint or emergency is valid and make company contact to ensure problem is remedied if a problem exists.
- Contact complainant and inform them of findings in person or by phone if not home or on site.
- Work with operators to help catalog and remedy sour gas problems.
- Meet with complainants or make phone contact to determine type and urgency of complaint.
- Take appropriate action, i.e., phone contact or field visit.

Duty 4**General Summary:****Percentage: 5**

Training and improve professional skills and knowledge.

Individual tasks related to the duty:

- Daily use of computer to improve proficiency in using GRMD programs such as RBDMS, Content Manager (CM), Dataminer, and Windows applications such as Excel and Word.
- Attend training sessions such as hazardous materials, hydrogen sulfide, oilfield safety, expert witness, management seminars, spill response, soil erosion and sedimentation control, inservice, and other as assigned.
- Work with experts in the energy industry to improve knowledge in all aspects of oil and gas operations.

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

- Decisions using standard GRMD and or EGLE protocol and guidance.
- The environment, natural resources of the state, mineral owners, surface owners, vendors, local businesses, and taxpayers are all affected by these decisions.

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

The supervisor's review is needed when there is no direct guidance available and when decisions could set precedent or are controversial. Some examples include:

- Any questionable policy areas that require input from higher authority before making a decision. There may be a need for advice where a wide range of professional opinions and approaches may be encountered. For instance:
- Decisions that do not follow standard operating procedure,
- Decisions involving the Department of Attorney General,
- Decisions involving the Office of Criminal Investigation,
- Issuance of certain well rework permits; authorization to begin construction and/or operations of production facilities; procedures which involve policy issues related to the division, the department or other state agencies; administrative or criminal enforcement activities above primary level.
- Policy or statute interpretations.

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.

Position involves frequent physically challenging activities while conducting inspections, due to rugged topography, remote areas, and adverse weather conditions, including extreme heat and cold, heavy rains or snow, and wind. Involves driving, walking, hiking at potentially any time of day or night in isolated areas. Necessitates frequent close proximity to heavy drilling and construction equipment, flammable and explosive materials, toxic gases, high pressure lines and vessels and contaminated soils and waters. Frequent exposure to excessive noise and odors associated with industrial operations. There is a significant amount of travel statewide that is required for site inspections, plugging and restoration activities, meetings, and sample delivery in all types of weather and driving conditions. Field work may involve walking long distances carrying various equipment, supplies, and samples.

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):

- | | |
|---|--|
| ☐ 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?

This position is responsible administering orphan, oil, gas, and mineral well regulations, utilizing senior staff and management along with established policies, procedures, and guidelines. These duties include:

- Statewide Geologist for Part 616 Orphan Well program for state-funded cleanups for GRMD.
- Area Geologist for Parts 615 and 625 in an assigned geographical area for GRMD.
- Liaison with vendors, landowners, and other state agencies for the Orphan Well program for the GRMD.
- Assist in the response to emergencies related to H2S gas, well control problems, and spills.
- Respond to and assist in resolving complaints.
- Assist in the review and monitoring of cleanup activities including those related to TENORM.
- Conduct on-site inspections of drilling, production, testing, rework, plugging, and completing activities as assigned by immediate supervisor.
- Propose all recommendations to immediate supervisor regarding decisions that do not have direct guidance available.

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

Minor duty shifts and language updates in general summary, duty 1, and duty 4 to fit the division's needs. Combined previous duty 2 & 3 into duty 2. Duty percentages updated to fit the divisions needs.

Updates to Box 23 - essential functions of this position.

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 protect natural resources and prevent damage to the environment and public health and safety for oil and gas exploration and production operations. This position oversees plugging, reclamation, and remediation activities at active and abandoned oil and gas sites. The position functions as a geologist and is assigned projects that require basic knowledge, skills, and experience relating to geology, hydrogeology, well construction, completion, testing and plugging, cleanup methods, environmental evaluation, customer service, and protecting the health and safety of area residents. Well over 50% of this position's time is spent on duties requiring basic knowledge and skills to protect the Natural Resources of the state and human health and safety through the implementation and compliance with the NREPA. To provide support and direction to contract site supervisors and professional staff engaged in oversight of remediation activities being performed by state contractors at sites of environmental contamination. Provide procedural support and direction to ensure proper methods and procedures are utilized.

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 geology, geological science, hydrogeology, geophysics, or geological, petroleum, or mining engineering.

EXPERIENCE:

Geologist 9

No specific type or amount is required.

Geologist 10

One year of professional experience in carrying out geological activities to protect, develop and maintain natural resources equivalent to a Geologist 9.

Geologist P11

Two years of professional experience in carrying out geological activities to protect, develop and maintain natural resources equivalent to a Geologist, including one year equivalent to a Geologist 10.

Alternate Education and Experience**Geologist 9 - 12**

Possession of a bachelor's degree in environmental geoscience, earth science, or environmental science with 15 semester (23 quarter term) credits in the following core geology classes: physical geology, sedimentology/stratigraphy, mineralogy/petrology, structural geology and field instruction; additionally, the candidate must have 21 semester (32 quarter term) credits in elective geology coursework; and two courses each in calculus, chemistry and physics. This may be substituted for the educational requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Prefer a candidate with some knowledge of Parts 201, 615, 616, and 625 of the NREPA; knowledge of other state laws relating to oil and gas and mineral wells and environmental cleanups. Technical knowledge related to permitting, drilling, completing, testing, producing, plugging, and restoring an oil and gas or mineral wells, methods used to clean up contaminated sites, and evaluation of hydrogeological data. Ability to work with others, work independently, organize, and set priorities, and exercise good judgment.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Michigan Driver's License required
- Current H2S certification required
- Current Hazardous Waste Operations certification preferred
- Valid Storm Water Operator/Soil Erosion Control Certification preferred

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.

None

I certify that the entries on these pages are accurate and complete.

CARLY NELSEN

Appointing Authority

8/7/2026

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

