

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: EQALTA

Civil Service Class and Level: Environmental Quality Alt-A

Working Title (What the agency calls the position): Environmental Quality Analyst 12

Name and Position Code Description of Direct Supervisor: VOLLIICK, MICHAEL; ENVIRONMENTAL MANAGER-4

Department/Agency: LEO-MSHDA

Bureau (Institution, Board, or Commission):

Division: Rental Development

Section:

Unit: Environmental Quality

Work Location (City and Address)/Hours of Work: 735 E Michigan Ave - Lansing, MI 48912 / Monday - Friday 8 a.m. - 5 p.m.

General Summary of Function/Purpose of Position: The position functions as a technical resource for performing environmental reviews for the Michigan State Housing Development Authority and is primarily responsible to independently manage, audit, and oversee the work product received from and the qualifications of independent environmental consultants. This position is responsible for highly complex and technical environmental review processes designed to identify unacceptable lender liability resulting from contaminated sites and to protect Authority-financed properties from unacceptable environmental degradation. This position is expected to develop technical solutions for environmental impacts and remediation issues that meet MSHDA, EGLE (Part 201, and Part 213, Natural Resources and Environmental Protection Act 1994 PA 451), ASTM E-1527, 24 CFR Part 58, and EPA standards as applicable.

Assigned duties and tasks for each duty.

Duty 1: Independently review, analyze, and provide written analysis regarding Phase I Environmental Site Assessments for proposed development sites throughout the State of Michigan submitted for MSHDA financing and/or the Authority's Tax Credit Program. Make recommendations to accept or reject proposed developments based on independent analysis of environmental quality and risk. Upon acceptance of a proposed development, clearly outline those steps necessary to resolve identified environmental issues. Independently inspect sites or review site inspections for proposed developments as assigned and attend related meetings as necessary.

As a senior-level staff position is assigned environmental review responsibilities for multi-family developments with the most complex environmental conditions, including contamination from multiple sources, mobile contamination, varied contaminated media and exposure pathways, complex abatement and/or remediation plans for contamination, noise, or non-scope concerns (lead, asbestos, radon, etc.), historic preservation, and property/owner liability concerns. For these complex proposals, individual provides instruction and guidance to agencies, sponsors, and consultants in selecting options consistent with MSHDA policies and priorities to obtain environmental clearance under the laws and authorities described in HUD 24 CFR Part 58.5 & 58.6, part of the National Environmental Policy Act (NEPA), and the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

- Read and understand all Phase I ESA and reports associated with completion of the MSHDA Environmental Review process.
- Analyze and make recommendations to accept, modify, or reject Phase I ESA reports within program timeframe requirements.
- Outline steps necessary to resolve environmental issues and clearly articulate these steps to the project sponsor and/or assigned consultant.
- Communicate with project sponsor and other MSHDA staff as to the status of environmental issue resolution.
- Participate in related meetings with MSHDA staff, project sponsor, legal, architect/engineer, environmental consultants and others.
- Make recommendations to the MSHDA Director of Rental Development and the MSHDA Loan Committee for approval, further investigation prior to approval, or to deny approval for loan applications.
- Enter and track information related to report types, dates, and summary information for each proposal.
- Take active role in the development of new internal environmental review policies and represent MSHDA at statewide or inter-agency task forces, meeting, workgroups, or committees where the development of environmental policies affecting MSHDA redevelopment projects is occurring.
- Attend trainings as necessary to stay current on environmental review, contamination, policy, regulations, and "non-scope" issues.

Duty 2: Independently review, analyze, and provide written analysis of Phase II environmental site assessments. Proposed development sites with Recognized Environmental Condition's (RECs) must be sufficiently investigated to resolve identified concerns. This position is responsible for reviewing, modifying and approving scopes of work and other geo-technical investigations that will be used to determine the nature and extent of onsite contamination and help coordinate the sponsor's efforts to obtain a BEA, Documentation of Due Care Compliance, or appropriate closure from EGLE.

- Identify appropriate and relevant environmental criteria that apply to each development depending upon applicable funding sources. Understand and implement MSHDA, EGLE, HUD, and EPA standards as necessary.
- Work closely with development sponsors and consultants to understand complex environmental investigation and remediation standards. Develop and oversee implementation of solutions to complex environmental problems in a timely manner.
- Outline steps necessary to resolve identified environmental issues and clearly articulate these steps to the project sponsor and/or assigned consultant.
- Communicate with project sponsor and other MSHDA staff as to the status of environmental issue resolution.
- Negotiate and approve decisions concerning remediation options, Phase II environmental site assessment scopes of work, NEPA publication, nonscope clearance, or related issues with environmental consultants, sponsors, developers, property owners, EGLE, HUD, etc. without input from management staff.
- Review, comment, and advise consultants on proper monitor well and soil boring installation and techniques, sampling procedures, groundwater pump and slug test procedures, remedial system design interpretation of complex geologic cross sections, pump and soil vapor transport data, capture zone analysis, and evaluation of new technologies.
- Provide technical evaluations and comments on Work Plans, Remedial Investigations, Feasibility Studies, Hydro-geologic Studies, Baseline Environmental Assessments (BEA), Response Activity Plans, Documentation of Due Care Compliance, No Further Action reports, Certificate of Completion reports, etc. as submitted by the sponsor.

Duty 3: Review proposed residential redevelopment proposals for the Direct Lending and Tax Credit Programs to determine with applicable federal and state requirements for MSHDA “non-scope” work items (i.e., lead-based paint (LBP), asbestos, radon, floodplain, wetlands, etc.) for agreement with applicable rules and authorities.

- Review and analyze “non-scope” reports to ensure that they are complete and performed in general accordance with applicable state and federal regulations.
- Review and approve proposed remediation or work plans submitted for review.
- Communicate with sponsors, consultants, and MSHDA staff on the results of the review in a timely fashion.

Duty 4: This position is responsible for reviewing proposals that make use of federal funds on Authority-financed developments for compliance with NEPA environmental review requirements as specified in 24 CFR Part 58.

- Review NEPA and associated reports for compliance with the laws and authorities cited in 24 CFR Part 58 and provide feedback to sponsors and/or consultants regarding necessary corrections or next steps.
- Approve NEPA reports for progression to the public comment phase per 24 CFR 58.45.

Types of decisions made independently and whom or what those decisions affect: Decisions to hold or move forward with a housing proposal based on an independent assessment of the environmental issues. Internal staff, external customers, and housing developers will be impacted by decisions. Senior level staff are assigned environmental review responsibilities for multi-family developments with the most complex environmental conditions, including contamination from multiple sources, mobile contamination, varied contaminated media and exposure pathways, complex abatement and/or remediation plans for contamination, noise, or non-scope concerns (lead, asbestos, radon, etc.), historic preservation, and property/owner liability concerns. For these complex proposals, senior level staff provide instruction and guidance to agencies, sponsors, and consultants in selecting options consistent with MSHDA policies and priorities to obtain environmental clearance under the laws and authorities described in HUD 24 CFR Part 58.5 & 58.6, part of the National Environmental Policy Act, and the Michigan Department of Environmental Quality. In managing the environmental review for sites with complex environmental conditions, senior level staff will routinely negotiate and approve decisions concerning remediation options, Phase II environmental site assessment scopes of work, NEPA publication, non-scope clearance, or related issues with environmental consultants, sponsors, developers, property owners, EGLE, HUD, etc. without input from management staff.

Types of decisions that require the supervisor’s review: Decisions involving matters of agency policy or technical matters beyond those identified in the Environmental Quality Analyst 12 Position Description. Decisions that are highly sensitive or political in nature.

Physical effort used to perform this job and environmental conditions of this position: Typical office setting. This position occasionally involves travel and irregular hours to conduct site reviews and participate in meetings outside the office. Site reviews may be conducted both in and out-of-doors.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: Independently review, analyze, and provide written analysis regarding all facets of environmental review for proposed development sites throughout the State of Michigan submitted for MSHDA financing and/or the Authority's Tax Credit Program, grants and other MSHDA programs.

The function of the position's work area and how it fits into that function: Provide direct loans for rental housing (minimum of 24 units). New construction, acquisition and rehabilitation of both federally assisted and conventionally financed rental housing, and the adaptive reuse of existing buildings. Also provides technical services including design review, construction monitoring, inspection, and environmental review for all MSHDAfunded housing.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

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 Analyst 12

Three years of professional experience equivalent to an Environmental Quality Analyst, including one year equivalent to an Environmental Quality Analyst P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of environmental impacts and remediation issues.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Drivers License