

Position Code

1.

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form 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.) VACANT	8. Department/Agency ENVIRONMENT, GREAT LAKES, AND ENERGY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description STATE ADMINSTRATIVE MANAGER 15	10. Division REMEDATION AND REDEVELOPMENT
5. Working Title (What the agency calls the position) SUPERFUND SECTION MANAGER	11. Section SUPERFUND
6. Name and Position Code Description of Direct Supervisor JOSHUA MOSHER STATE DIVISION ADMINSTRATOR 17	12. Unit
7. Name and Position Code Description of Second Level Supervisor MIKE NELLER SENIOR MANAGEMENT EXECUTIVE 19	13. Work Location (City and Address)/Hours of Work CONSTITUTION HALL, LANSING M-F, 8:00 AM TO 5:00 PM

14. General Summary of Function/Purpose of Position

This position supervises the Superfund Section within the Remediation and Redevelopment Division (RRD). This position serves on the RRD Executive Management Team, participates in the development of RRD policies and guidance for staff, the interpretation of regulatory programs, and establishing and tracking metrics and outcomes for RRD.

This position is responsible for state administration of Federal environmental cleanup programs for sites of contamination on the National Priorities List pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act, current and former U. S. Department of Defense sites through the Defense and State Memorandum of Agreement (DSMOA) including the Formerly Used Defense Sites (FUDS) cleanup program, and state implementation of the Superfund Site Assessment Program. This position works closely with the United States Environmental Protection Agency (USEPA) and various Department of Defense agencies. These activities consist of risk identification, assessment, and remediation at sites of contamination through oversight of responsible party actions or the use of State and Federal funds and assuring consistency with those activities as authorized pursuant to Part 201, Environmental Remediation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

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 of Duty 1 **% of Time** 40

Supervise section staff consistent with division and department goals and directives.

Individual tasks related to the duty.

- Staff and organize the section to meet program needs and goals.
- Assess and set section priorities.
- Provide overall guidance and direction to staff.
- Develop work plans, training plans, operating procedures, and performance objectives for staff to ensure individual professional development goals and program objectives are met.
- Plan and review work product to assure timeliness and quality.
- Evaluate employee performance and implement plans for improvement as necessary.
- Address and resolve personnel matters within the section in a timely manner.
- Appropriately delegate responsibility for special projects.
- Provide counseling on program and project conduct.
- Assure proper professional and safety training is available for staff.

Duty 2

General Summary of Duty 2 **% of Time** 40

Manage, direct, and implement the Federal cleanup and site assessment programs within the Section consistent with division and department goals and objectives as well as the laws and regulations administered by the division.

Individual tasks related to the duty.

- Develop and execute section policies, procedures, guidance, and tracking mechanisms to support the successful oversight and implementation of section programs to assure objectives are met in an effective and timely manner.
- Assist the Division Director in budget and program development relative to the Federal Superfund Program.
- Develop, negotiate, secure, and manage Federal grants and/or state funding to conduct remediation work.
- Implement and manage the section budget within established funding allocations.
- Supervise the tracking to assure appropriate expenditure of Federal Superfund and Department of Defense grants.
- Provide for tracking of contractor performance and cost consistent with approved scopes of work.
- Assist in the recovery of State funds expended to clean up sites addressed by Superfund staff.
- Create and maintain plans for section staff and equipment needs to meet program requirements.
- Regularly assess program outcomes and create plans for continuous improvement as necessary.
- Assure Federal program decisions consider Applicable or Relevant and Appropriate Requirements (ARARs) of state programs.
- Assure appropriate coordinate and participation in compliance and enforcement activities related to the Section, including the identification and initiation of enforcement actions and cost recovery actions against responsible parties.

Duty 3

General Summary of Duty 3 % of Time 15

Provide for interaction with the USEPA, the Association of State and Territorial Solid Waste Management Officials (ASTSWMO) and other organizations to implement the Superfund Program in Michigan.

Individual tasks related to the duty.

- Participate and represent the State of Michigan in USEPA committees relative to Superfund issues.
- Serve as liaison with the USEPA staff in Chicago and Washington, DC for State issues.
- Coordinate with the USEPA on program and site-specific issues and topics.
- Serve as Michigan's representative to ASTSWMO and serve as liaison on Superfund issues.
- Ensure State compliance with Federal requirements.

Duty 4

General Summary of Duty 5 % of Time 5

Other duties or projects as assigned from either the Division Director or the Assistant Director.

Individual tasks related to the duty.

- Complete other duties or projects, as assigned.

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

Issues regarding program implementation and budget expenditures for the section. Those affected include Section staff, state and federal taxpayers, potentially responsible parties and the public who live and/or work in proximity to Superfund sites. Evaluate and assign workloads to staff ensuring that staff provides the most effective program administration with the resources available. This position requires considerable independent judgement to apply an adapt a thorough knowledge of policies, procedures. and regulations.

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

Decisions that would result in new policy, or a policy shift. Issues that might involve other divisions or agencies or likely to generate public interest or particular attention by legislators or the press.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Office work will be performed most of the time and requires long period of sitting, typing and related computer work. Standing, walking, and driving are expected when travel or sites visits/meetings occur. Anticipate some level of outdoor activities that can be conducted in somewhat extreme weather conditions. Chemical exposures and physical hazards are often present at sites managed by the Superfund Program.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Joe Walczak	Environmental Manager 14		
Robert L. Franks	Environmental Manager 14		
John Bradley	Environmental Manager 14		
Sara Keyes	Secretary 9		

20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" 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 plans, directs and manages the activities of the Superfund Section. These activities consist of hazard assessment and remediation of hazardous substance sites through the use of State and Federal funds using compliance and enforcement procedures as authorized pursuant to Part 201, Environmental Remediation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

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

No significant changes, only enhancements to add more detail and clarity to the extent of responsibility for the position.

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

Provides state support to the federal Superfund Program to assure state concerns are addressed at contaminated sites listed on the National Priorities List. This position oversees this function for the entire Section.

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

EDUCATION:

Possession of a Bachelor of Science Degree in the physical or biological sciences resource development, engineering or related field.

EXPERIENCE:

Two years of experience as an Environmental Manager 13, Environmental Specialist 13, or an Environmental Quality Analyst 13, or equivalent engineering or scientific experience in an environmental protection program involved in pollution control and remediation; or one year of experience as an Environmental Manager 14 or an Environmental Specialist 14, or equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of federal grant applications, awards and requirements, general management skills and environmental remediation techniques. Knowledge of the state and federal contaminated sites cleanup programs.

The ability to communicate clearly, both written and orally; interpret directives, court decisions, settlement documents, statutes, and regulations; represent EGLE in public presentations in a pleasing and personable manner; perform well under pressure with controversial issues; and manage multiple complex programs.

CERTIFICATES, LICENSES, REGISTRATIONS:

Completion of initial mandatory OSHA/MIOSHA training along with annual refresher/update training.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for 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's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

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

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

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's Signature

Date

NOTE: Make a copy of this form for your records.