

Department of Natural Resources
Position Description

Classification: Hydrogeologist Program Coordinator

Working Title: Remediation & Redevelopment Program Project Manager – Complex Sites Expert - Superfund

Working Location: Central Office-Madison, Green Bay, Milwaukee, Oshkosh or Superior

Position Summary: This position provides geologic, hydrogeologic and engineering expertise and oversight for investigation and remediation of complex contamination sites, providing direction for the larger, more complex response action remedial actions and other highly sensitive and/or complicated environmental investigations across the state. Many of these cases involve complex hydrogeological issues requiring a high level of interpretation, creativity and independent judgment, which have major impacts on DNR actions and future decisions.

The position will serve as a statewide complex sites expert, coordinating with regional office Remediation & Redevelopment (RR) Program staff, responsible for providing direction for sites with challenging remedial options, nonaqueous phase liquid (NAPL) and highly complex geology, including coordinating review of plans for investigation and remediation plus long-term stewardship at these complex sites. This position will assist in coordinating actions required at Superfund sites, including providing support with development of explanation of significant difference documents (ESDs), Record of Decision (ROD) amendments, delisting and annual reporting. This position will be responsible for maintaining the soil residual contaminant level (RCL) calculator. This position will also provide support with scoping, budgeting, coordination and oversight of state lead sites and will project manage select complex sites including those with complex sources of contamination, innovative technology, complicated remedial technologies, and other program/agency involvement, etc. Proper coordination with other DNR programs and government agencies is critical to successfully completing these duties.

Geographic Scope and Travel Requirements: The position will have responsibility for sites with environmental contamination across the state. The position will also participate in regional and statewide RR Program meetings and activities and may serve on regional or statewide standing or ad hoc teams. Regular travel to sites across the state and occasional night meetings will be expected, as well as infrequent statewide overnight travel.

Scope of Authority:

This position reports to and is under general supervision by the RR Complex Project and Technical Resources Section Chief and has responsibility for providing oversight and technical expertise to consultants and responsible parties for assigned sites and statewide. The position will work closely with Central Office and regional staff throughout the state.

Goals and Activities:

50% A. Technical Review of Complex Remediation Projects

- A1. Serve as a statewide expert for complex remediation projects. Provide expertise and training to other staff and consultants regarding complex sites, including interpretation and implementation of actions taken to characterization and remediate challenging contaminants and complex geological conditions. This includes sampling and analysis techniques,

identification of appropriate analytical parameters and acceptable concentrations, design of protective measures and long-term stewardship procedures.

- A2. Coordinate and provide direction to regional staff and consultants regarding complex site investigation and remediation, including leadership of regional peer review groups for these approvals.
- A3. Evaluate the need for new technical or implementation guidance and/or training for staff and consultants. Assist in the development of DNR rules and policy related to effective management of complex sites. Participate in training for staff and externals, including regional and statewide training sessions. Disseminate technical and procedural information to DNR staff and interested external parties.
- A4. Coordinate with RR and other program experts and staff, including DHS staff, on issues related to challenging contaminants to ensure consistency between the programs/departments. Participate on statewide RR Program and/or joint RR/DHS Program policy and implementation teams as needed for challenging contaminants and related topics.
- A5. Develop and maintain technical references, case studies and information related to challenging contaminants and complex sites and methods to assess and address risk they pose.
- A6. Coordinate with regions and central office in developing and maintaining long-term stewardship procedures and guidance and lead the state's work in conducting audits and monitoring compliance with continuing obligations imposed on complex sites.

15% B. Superfund Coordination and Support

- B1. Provide technical and administrative direction for actions required at Superfund site ensuring timely responses to requests from EPA for action.
- B2. Provide support to staff in development of explanation of significant difference documents (ESDs) and Record of Decision (ROD) amendments to ensure the administrative record is up to date on all Superfund sites
- B3. Assist in the evaluation of sites to determine if delisting is warranted and provide leadership in implementation of the Superfund delisting process.
- B4. Complete the Superfund annual reporting required to meet EPA grant requirements.
- B5. Coordinate preparation of 5-year reviews as directed by EPA.
- B6. Provide support to staff managing Superfund sites as directed

5% C. Soil Standard Coordination

- C1. Update and maintain the soil residual contaminant level (RCL) calculator.
- C2. Monitor EPA's RSLs to determine when EPA updates are made to the calculator.
- C3. Update the DNR's Soil RCL calculator to incorporate modifications to EPA RSLs.
- C4. Incorporate other changes to the calculator that are needed to reflect rule changes affecting the soil standard calculation process
- C5. Provide technical support and respond to questions from staff, consultants and other using the RCL calculator.

15 % D. State-funded Remedial Investigations and Clean-ups

- D1. Serve as project manager for State-funded remedial investigations and clean ups. Develop a scope of work for the project, identifying project tasks and expected outcomes. Evaluate consultant proposals and select contractor to further develop and complete the project.
- D2. Provide support to other RR Program Project Managers with scoping, budgeting, coordination

and oversight of state lead sites

- D3. Provide oversight and technical direction to department contractors to ensure field work is properly conducted, that all reports are written and submitted on time, and that the data collected is properly evaluated within submitted reports.
- D4. Process and approve or deny all billings and change order requests and, at end of project work, complete contractor evaluations.
- D5. Provide formal responses to submittals and ensure contractual work is performed as specified and in accordance to code and guidance. Adhere to all procurement requirements.

10% E. RR Program Project Management

- E1. Provide geologic, hydrogeologic and engineering review, interpretation and response to reports submitted for environmental investigations and proposed remediation at sites where releases of hazardous substances have occurred.
- E2. Provide technical review and opinions of special requests, such as confirming remedial investigations/actions have adequately defined and/or addressed contaminant releases.
- E3. Act as the state project manager in working with responsible parties, consultants, legal counsel and impacted property owners outlining their responsibilities and providing general direction and advice on application of department rules and regulations governing investigations and remediations.
- E4. Provide technical advice and direction following review of technical reports and submittals describing the extent of environmental contamination and potential remedial options. Provide approval of a remedial approach and subsequent oversight and assistance during the construction and implementation of the remedy. Assist and promote new/innovative and scientifically sound approaches for the investigation and remediation of contaminated sites.
- E5. Ensure investigation and clean-up activities move forward in a timely fashion to a point of closure consistent with department rules and regulations and take appropriate enforcement action when necessary.
- E6. Provide technical input to and expert geologic and hydrogeologic testimony for enforcement cases.
- E7. Evaluate the accuracy, quality and completeness of the technical data, and of the site recommendations. Provide closure review, including making closure recommendations, preparing closure forms, and documentation. Prepare letters and recommendations for closure or denial of closure, referencing appropriate administrative code and/or department policy.

5% F. Professional Development & Organizational Responsiveness

- F1. Review and keep abreast of changes in scientific knowledge of position-related activities and in technology and management practices for investigation and remediation.
- F2. Participate in job-related training as directed by supervisor.
- F3. Prepare and present training materials to DNR staff and externals as requested by supervisor. Identify and recommend training topics for staff. Coordinate with vendors and others with developing and/or complex technologies to collect and present information to DNR staff as part of continuing education for staff.
- F4. Perform other position-related duties as assigned.
- F5. Follow all general and position-related safety requirements.

Knowledge, Skills and Abilities:

- 1. Knowledge of hydrogeology, geology, hydrology, soil science, and vapor intrusion, including soil
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morphology, mechanics, chemistry and classification, as related to remediation and redevelopment.

2. Knowledge of hydrogeologic and chemical principles controlling the fate and transport of contaminants in the environment from spills and/or unauthorized disposal of hazardous substances and wastes.
3. Knowledge of well and groundwater hydraulics.
4. Knowledge of environmental monitoring, sampling techniques and groundwater quality standards.
5. Knowledge of hydrogeologic and applicable engineering concepts relating to the investigation and clean-up of contamination incidents, spills and/or unauthorized disposal of waste.
6. Knowledge of and experience with hazardous substance spill laws, codes, regulations, policies and guidance and their applicability to hazardous substance discharges and/or unauthorized waste disposal.
7. Knowledge of and experience with clean-up requirements in NR 700 WAC series.
8. Knowledge of program processes, policies, and procedures.
9. Knowledge of and experience with characterization and management procedures applicable to complex sites and related requirements of NR 700 WAC.
10. Knowledge of environmental enforcement process and procedures from NON to Referral to DOJ.
11. Skill in using hydrogeologic and engineering concepts to recommend or require action at clean-up sites.
12. Ability to understand a complex situation, issue, or problem by breaking it down into smaller pieces and trace implications or consequences.
13. Ability to work well independently and be self-motivated to take action to meet critical organizational/program/unit goals.
14. Ability to demonstrate personal integrity and high ethical standards in all transactions.
15. Ability to present a good professional image through dress, speech and actions with a demeanor that inspires confidence in the individual and the organization.
16. Skill in employing analytical abilities, pragmatism and other tools to resolve complex problems in a variety of situations.
17. Ability to work cooperatively, collaboratively and facilitate others toward accomplishment of a shared goal.
18. Strong leadership and interpersonal skills.
19. Excellent oral and written communication skills.
20. Knowledge of cross-program, multi-agency and other regulatory requirements.
21. Ability to adapt to change.

Equipment Used in Performing in the Position: Computer, multifunction printer/scanner/copier equipment, calculator, telephone, field monitoring equipment, cameras, video camera, small power tools etc.

Physical Requirements and Environmental Factors: The position primarily works in an office setting with work (exerting up to 10 pounds of force or more occasionally) occurring 90% of the time. Field sampling with light (20 pounds) to heavy (50 pounds) force occurs less than 10% over a year's time. Field work could involve driving automobiles or trucks, walking to remote sites, using hand held instruments, lifting and carrying sampling equipment, crouching and kneeling to collect samples. Outdoor conditions may include high heat or extreme cold, and potential slip/trip or fall hazards. The position is required to do some travel statewide.

Telework Evaluation

Telework is not a viable option for this position.

Appendix Competencies

Decision Making: Able to analyze situations fully and accurately to reach productive decisions. Consults appropriate parties when necessary and identifies the key concerns and/or issues that need to be addressed in order to make the best decision possible, at the correct level of the decision hierarchy. Calculates and evaluates the long-term consequences of decisions. The desired outcomes for this competency are excellence and credibility in decisions made. Makes fair decisions on clearly based objective criteria rather than personalities.

Service Excellence: Makes customer service a top priority and constantly seeks to improve customer service. Is responsive to changes in what customers want and need. Delivers on promises made to customers and follows up appropriately. The desired outcomes for this competency is a strong connection to our customers.

Effective Communication: Able to express ideas in a clear, concise and effective manner, whether speaking or in writing. Uses correct grammar and sentence structure in communications. Is a good listener, even when differing viewpoints are expressed. Openly shares information and keeps all relevant parties updated. The desired outcomes for this competency are a shared mind set and pool of meaning.

Interpersonal Relationships: Builds and maintains effective working relationships with others both internally and outside the organization; takes a positive and productive approach to resolving any conflicts which may arise. Exemplifies the commitment to the DNR's core value of respect; to work with people, to understand each other's views and to carry out the public will, maintain integrity, and treat everyone with fairness, compassion and dignity. The desired outcome for this competency is strategic unity built on trust.

Leadership: Fosters and encourages support from his/her team to accomplish objectives, follow procedures, and accepts suggestions; inspires confidence and respect; motivates people to achieve agency goals and objectives; promotes respect, honesty, integrity, and fairness to all. Enforces standards/rules fairly and consistently and leads with courage. The desired outcomes for this competency are accountability through ownership of the work, staff alignment with the agency direction, and full engagement of all employees.

Effective Problem Solving - Employs analytical abilities, pragmatism, and other tools to resolve complex problems in a variety of situations. Delivers accurate and technically proficient work. Demonstrates sound professional judgment in analyses and decisions. Works to understand a complex situation, issue, or problem by breaking it down into smaller pieces and traces implications or consequences. Shows enthusiasm for technical and intellectually complex tasks and solving problems.

Takes Action & Shows Initiative - Works well independently and is self-motivated to take action to meet critical organizational/program/unit goals. Sets and monitors own objectives and standards. Initiates

appropriate actions and follows through without prompting or close supervision. Demonstrates strong work ethic. When needed, puts in the hours necessary to complete the tasks at the highest level of quality possible. Displays the stamina necessary to work an irregular, demanding schedule.

Networking & Organizational Agility - Relates well to all kinds of people up, down, and sideways, external and internal to the organization. Builds appropriate rapport and utilizes own networks and relationships across the organization to break down barriers between functions and/or work units to accomplish work and focus on customers more effectively. Maintains frequent contact with key players across the organization and within the program/regions/unit. Manages relationships by creating 'win-win' opportunities and seeks mutual benefit for all individuals involved.

Honors Commitments - Evokes trust from others by keeping commitments, recognizing individual contributors, setting a personal example and building shared goals, values and vision. Known to be honest. Demonstrates personal integrity and high ethical standards in all transactions. Conducts department transactions with honesty and professional ethics. Seeks to achieve results that are in the best interest of the organization. Models and reinforces behavior in self and others and demonstrates fairness and respect for others.