

Classification: Hydrogeologist – Advanced
Work Title: Regional Spill Coordinator
Work Location: TBD

POSITION SUMMARY:

The primary duty and responsibility of this position is to provide the Wisconsin Department of Natural Resources (DNR) with immediate emergency response and leadership as the regional expert for spills of hazardous substances. This includes responding to a variety of situations – significant, high-profile spills with a large impact and/or high severity to neighborhood complaints. The Regional Spill Coordinator (RSC) performs a combination of field and office duties to implement and maintain a comprehensive emergency response program, conduct on-site inspections, and provide oversight of investigations and clean-up of spill incidents. The RSC assumes a role within the Incident Command Structure (ICS) dictated by the complexity of the incident. Critical to the position is the ability to quickly, accurately, and independently assess the risk of the release to public health and safety and provide oversight of the mitigation processes. The RSC coordinates the overall DNR response to the hazardous substance spill which includes working to ensure appropriate DNR personnel are engaged, including DNR staff from the solid and hazardous waste, water supply, water resource management, air management, wastewater, fisheries, wildlife, and law enforcement programs, upper level management, DNR Duty Officer (DO), emergency responders, and contractors. This position has routine 24-hour on-call responsibilities to ensure adequate emergency response and is assigned to the DNR's Remediation and Redevelopment (RR) Program. The RSC is also expected to provide statewide emergency spill coverage on a rotating schedule with other RSCs.

This position participates with multi-disciplinary internal and external local, state, and federal agencies on policy development of Emergency Response Plans and serves on Local and Regional Emergency Planning Committees, Port Area Committees, and Technical Advisory Groups. The RSC establishes relationships and assists in planning and participation in emergency response training exercises with local emergency responders, Wisconsin Emergency Management, U.S. Environmental Protection Agency (EPA) and U.S. Coast Guard and others to make unified decisions to remedy and reduce the risk to human health and the environment in emergency situations. This position works closely with the Department of Health and Family Services when contamination threatens human health. This position assists with the Department of Narcotics Enforcement on drug lab-related issues and Department of Agriculture, Trade, and Consumer Protection on agricultural chemical spills. The Spill Coordinator serves as the liaison with the EPA and the U.S. Coast Guard on time critical removals and emergency response actions within the Region.

This position provides guidance on and interpretation of statutes, administrative codes and policies pertaining to immediate and emergency responses for hazardous substance spills and the associated clean-ups to internal staff as well as to outside agencies, consultants and customers. The RSC provides hydrogeological technical expertise and training to DNR staff, as well as local responders and stakeholders on proper procedures and investigative techniques for these types of emergency response actions.

In addition to providing leadership for the spills program, the RSC serves as a Project Manager within the RR Program, providing oversight and direction for the larger, more complex spill cases requiring secondary response actions and other highly sensitive and/or complicated environmental investigations within the Region. Many of these cases involve complex hydrogeological issues requiring a high level of interpretation, creativity and independent judgment, and which have major impacts on DNR actions and future decisions. This position is a member of the RR Program's statewide Hazardous Spills Response Team, as well as the Regional RR Team and other teams, as assigned.

As a Project Manager in the RR Program, this position coordinates, manages, evaluates, and provides geologic and hydrogeologic review, interpretation and response to reports submitted for environmental investigations and proposed remediation at Environmental Repair (ERP), Dry Cleaner, Superfund, Leaking Underground Storage Tank (LUST), and Spill sites where releases of hazardous substances have occurred. The incumbent will provide technical review and opinions of special requests, such as waste characterization and approval of requests for exemptions to build on abandoned landfill/historic fill sites. Job duties include gathering data on potentially contaminated sites, analyzing and interpreting site data, recommending remedial actions, overseeing complex clean-up efforts, and ensuring that proper documentation is completed for all stages of a project. This position is assigned some of the more complex cases within the RR Program in terms of sources of contamination, innovative technology and other program/agency involvement, etc. Proper coordination with other DNR programs and government agencies is critical to successfully completing these duties.

GEOGRAPHIC RESPONSIBILITIES & TRAVEL REQUIREMENTS: This position works for the regional office of the Remediation & Redevelopment (RR) Program. The position will have responsibility for sites with environmental contamination in assigned counties or sites throughout the region. The position will participate in the Spills Team and participates in regional and statewide RR Program meetings and activities and may serve on Regional or Statewide standing or ad-hoc teams. Frequent travel to sites throughout the region and occasional attendance at night meetings will be expected, as will infrequent statewide travel. This position is responsible for statewide coordination of DNR Emergency Response activities associated with hazardous substance spills during non-business hours on a rotating basis working directly with the DNR Duty Officer to enlist other DNR staff to ensure an appropriate response.

SCOPE OF AUTHORITY: This position reports to and is under general supervision by the regional RR Program Team Supervisor and has responsibility for providing oversight and technical assistance to consultants and responsible parties for assigned sites.

Goals & Activities:

50% A. Serve as Regional Expert for Hazardous Substance Spill Response

- A1. Serve as Regional Spill Coordinator by coordinating the DNR investigation and evaluation of spill incidents and complaints over and beyond the first responder. Maintain an effective response system with DNR law enforcement and multi-program staff and follow up on spills that impact or threaten to impact human health, groundwater and surface water on a priority basis.
- A2. Adhere to standard incident command protocols and serve as environmental coordinator during emergency spill response actions.
- A3. Respond immediately during 24 hour on-call emergency response situations.
- A4. Evaluate and determine hazardous substance spill mitigation measures and provide technical assistance to the local, state, and federal first responders, private contractors, and other DNR staff in remedial responses to spill incidents.
- A5. Coordinate DNR efforts to minimize immediate threats and damage to human health and the environment.
- A6. Serve as the Regional Expert for other staff in interpreting and applying statutes, codes and program policies when addressing immediate and/or emergency response actions at hazardous substance spill sites.
- A7. Coordinate remedial spill response with the central office and other regions and DNR Programs, as well as serve as liaison to federal, state and local agencies involved in emergency response (including U.S. EPA, Coast Guard, FEMA, DOT, DATCP, DOH, local fire officials, Regional Level A Response Teams, County Level B Response Teams, Emergency Management, law enforcement personnel and others).
- A8. Provide technical input to and expert geologic and hydrogeologic testimony for complex enforcement cases involving hazardous substance spill response.
- A9. Collect environmental monitoring data to support DNR-funded actions where the responsible party is

unknown, unwilling, or unable to take action.

- A10. Oversee and administer the DNR's zone contractor for immediate and emergency response situations, as well as when invoked on ERP and LUST sites. Ensure billings are accurate and processed within required time frames. Process disputes if billings are inaccurate.
- A11. Prepare and edit technical guidance documents addressing immediate and emergency response actions.
- A12. Provide significant technical support in the development of rules and regulations governing hazardous substance spill response.
- A13. Monitor regional implementation of the spills manual code, identify deficiencies or problems resulting in the region not meeting its obligations under the manual code and the state's contingency plan, and recommend corrective measures to regional management.
- A14. Provide training, as needed, on the interpretation and application of DNR rules, regulations and policies to other DNR staff, consultants, other State and Federal agencies, local government units and other customers as they pertain to immediate and emergency response actions.
- A15. Coordinate regional immediate-response training with Environmental Enforcement, Waste and Materials Management and the Department Safety Officer.
- A16. Attend and present relevant training sessions and conferences to stay abreast of new emergency response equipment and techniques.
- A17. Serve as a member of the Remediation and Redevelopment Program's statewide Hazardous Spills Response Team.
- A18. Serve as the DNR representative during emergency response and work with other local, state, and federal emergency responders in a unified command structure.
- A19. Serve as the single point of contact as a DNR After Hours On Call Spill Coordinator, providing statewide emergency response coverage coordinating the DNR investigation and evaluation of spill incidents and complaints over and beyond the first responder.
- A20. Serve on County Local Emergency Planning Committees (LEPC) and others as appropriate as a DNR representative.
- A21. Receive notification of spill complaints from regional personnel, hotline, waste complaint program, and the general public. Assess the validity of the complaint, determine if a responsible party exists, and coordinate the investigation and evaluation of spill complaints. Maintain an effective response system with DNR law enforcement, multi-program staff, other agency staff, and DNR RR administrative staff to follow up on spill complaints that impact or threaten to impact groundwater and surface water on a priority basis.
- A22. Receive notification of abandoned container request from regional personnel and the general public. Assess requests for abandoned container response actions to determine whether a viable responsible party exists. Evaluate requests using program policy and guidance.
- A23. Contract, as needed, for emergency response, sampling, transport and treatment and/or disposal in accordance with State and Federal solid and hazardous waste rules. Oversee the abandoned container contractor in the Region.
- A24. Administer the DNR's Emergency Response Zone Contract for immediate and emergency response to abandoned containers that pose a threat to people, property or the environment. Ensure billings are accurate and processed within required time frames.
- A25. Provide adequate case documentation and evidence for effective cost recovery and provide technical advice and assistance in any cost recovery actions initiated.
- A26. Independently review all regional spill, complaint, release and abandoned container response activities for No Further Action (NFA) determinations consistent with NR 708.09, Wis. Adm. Code, document decision, and issue No Further Action letter or make determination to create and transfer site to ERP or LUST if additional actions are required.
- A27. Maintain program and case documentation and provide expert technical advice for possible enforcement actions.

- A28. Update and manage spills, abandoned containers, and complaints using the SERTS and BRRTS databases.

30% B. Project Management

- B1. Serve as the DNR's project manager, providing technical oversight, directions and approvals for the more complex, significant spills, requiring further investigation and/or remediation beyond the initial response activities.
- B2. Provide geologic, hydrogeologic and vapor intrusion review, interpretation and response to reports submitted for environmental investigations and proposed remediation at sites where releases of hazardous substances have occurred.
- B3. Recommend long-term clean-up activities at contamination sites.
- B4. Provide technical review and opinions of special requests, such as waste characterization and approval of requests for exemptions to build on abandoned landfill sites.
- B5. Act as the state project manager in working with responsible parties, consultants, legal counsel and other impacted property owners outlining their responsibilities and providing general direction and advice on application of department rules and regulations governing investigations and remediations.
- B6. Review and approve proposed work plans and scopes of work to ensure they are technically acceptable and sufficient to define the degree and extent of contamination.
- B7. 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.
- B8. 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.
- B9. Provide technical input to and expert geologic and hydrogeologic testimony for enforcement cases.
- B10. 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.
- B11. Document and track all incoming reports, submittals and correspondence pertaining to site activities and ensure data is properly entered into the program's tracking system, BRRTS, on a regular basis.
- B12. Provide assistance with field sampling events as assigned. Follow all field sample collection and sample handling protocols, including proper sample preservation, tracking and shipping requirements. Maintain appropriate safety training and safety equipment needed for participating in field sampling efforts. Follow all safety protocols when performing field sampling activities.
- B13. Facilitate investigations and remedial actions at Brownfield sites with an emphasis on municipal development areas. Work with local units of government, developers and the public to provide assistance on the tools available under the Brownfields program. Promote development of brownfields in an environmentally sound manner.
- B14. Provide project management for the investigation and remediation work for Voluntary Party Liability Exemptions. Coordinate with other DNR programs for streamlined regulatory approvals.
- B15. Provide technical assistance and site-specific redevelopment consultation on brownfields financial incentives and legal liability limitations to municipal governments, community development corporations, realtors, financial institutions, and the general public.
- B16. Participate in public meetings and green team meetings for brownfields projects. Encourage appropriate land use decisions and Smart Growth concepts in land development plans.
- B17. Facilitate regulatory coordination to external customers by providing assistance in meeting cross program requirements. Provide guidance and criteria in the areas of field investigation, laboratory

- testing, data evaluation, monitoring well placement and construction, groundwater sampling, etc.
- B18. Consult with and provide technical assistance to the public, consultants, industry representatives, other state agency staff and internal staff.

10% C. Serve as Regional Expert for Immediate and/or Emergency Removals.

- C1. Serve as Regional point of contact with U.S.EPA on immediate and/or emergency removal actions on emergency spills, ERP, and LUST sites.
- C2. Coordinate requests for assistance with U.S.EPA concerning their response to large scale and/or immediate risk sites in the Region.
- C3. Oversee and coordinate DNR actions on all U.S. EPA removal sites for the DNR.
- C4. Determine the appropriateness of a removal action for a particular site.
- C5. Determine viability for a responsible party action at the site.
- C6. Initiate State cost recovery actions, or provide technical advice and assistance for cost recovery actions at the Federal level.
- C7. Transfer case to DNR Project Manager assigned to geographic area once U.S. EPA Removal Actions are complete or follow-up as DNR Project Manager for the site, as determined by Regional Supervisor.

5% D. Sampling Methods and Emergency Response Technologies

- D1. Serve as Regional Expert in sampling methods. Provide expertise and training to other staff regarding current and emerging sampling methods to meet site-specific needs and regulatory requirements.
- D2. Serve as Regional Expert in Emergency Response Technologies and policies, such as winter spill response techniques, booming strategies, insitu burn techniques. Provide expertise and training to other staff and external partners and stakeholders regarding current and emerging response technologies to meet site-specific needs and regulatory requirements.
- D3. Provide hydrogeological technical expertise and assistance to other staff in the region when reviewing investigations or remedial actions. Provide peer review to other regional staff for requests regarding NR716, NR722, and NR724.
- D4. Evaluate the need for new technical guidance and assist in the development of department rules and policy related to promoting effective site investigation and remedial methods. Participate with internal and external partners on rules and guidance development and implementation affecting contaminated sites.
- D5. Develop and maintain expertise on potential sampling methods and remedial options that are technically effective and economically feasible for contaminated sites.

5% E. State-funded Remedial Investigations and Clean-ups

- E1. Serve as a project manager or co-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.
- E2. Provide oversight and technical direction to DNR 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.
- E3. Process and approve or deny all billings and change order requests and, at end of project work, complete contractor evaluations.
- E4. 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.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of and ability to evaluate and determine mitigation measures and spill response techniques.
2. Knowledge and experience working within Incident Command System.
3. Ability to convey poise, confidence, clarity and self-control in stressful, ambiguous and emotionally-demanding situations.
4. Ability to make quick, accurate decisions during stressful situations.
5. Ability to respond immediately to 24 hour on-call emergency response situations.
6. Strong leadership and interpersonal skills.
7. Excellent oral and written communication skills.
8. Knowledge of cross-program, multi-agency and other regulatory requirements.
9. Knowledge of hydrogeology, geology, hydrology, soil science, and vapor intrusion, including soil morphology, mechanics, chemistry and classification, as related to remediation and redevelopment.
10. 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.
11. Knowledge of well and groundwater hydraulics.
12. Knowledge of environmental monitoring, sampling techniques and groundwater quality standards.
13. Knowledge of hydrogeologic and applicable engineering concepts relating to the investigation and clean-up of contamination incidents, spills and/or unauthorized disposal of waste.
14. Knowledge of hazardous substance spill laws, codes, regulations, policies and guidance and their applicability to hazardous substance discharges and/or unauthorized waste disposal.
15. Knowledge of clean-up requirements in NR 700 Wisconsin Admin. Code series.
16. Knowledge of program processes, policies, and procedures.
17. Knowledge of environmental enforcement process and procedures from Notice of Non-compliance to Referral to Department of Justice.
18. Skill in using hydrogeologic and engineering concepts to recommend or require action at clean-up sites.
19. Ability to understand a complex situation, issue, or problem by breaking it down into smaller pieces.
20. Ability to work well independently and be self-motivated to take action to meet critical organizational/program/unit goals.
21. Ability to demonstrate personal integrity and high ethical standards in all transactions.
22. Ability to present a good professional image through dress, speech and actions with a demeanor that inspires confidence in the individual and the organization.
23. Skill in employing analytical abilities, pragmatism and other tools to resolve complex problems in a variety of situations.
24. Ability to work cooperatively, collaboratively and facilitate others toward accomplishment of a shared goal.
25. Ability to adapt to change.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS:

Strength Requirements: Sedentary work (exerting up to 10 pounds of force or more occasionally and/or a negligible amount of force frequently) occurs 75% of the time; field sampling work (A.10) with light (20 pounds) to heavy (50 pounds) less than 25% over a year's time.

Physical: This position will spend up to 60% of the time indoors doing sedentary (office) work. The remaining may require outdoor work with extreme cold/heat and can require kneeling, crouching, climbing, carrying and lifting and reaching.

Equipment Used: Office equipment; hand tools; GPS/navigation equipment; power tools; electronic equipment/radios; monitoring and sampling devices.

ADDENDUM

Department-wide 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. The desired outcomes for this competency are excellence and credibility in decisions made.

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 outcome 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.