

## **Department of Natural Resources**

### **Position Description**

**Classification:** Hydrogeologist Program Coordinator

**Working Title:** State Projects Coordinator

**Position Summary:** This position provides programmatic expertise and technical oversight for investigation and remediation of complex contamination sites, providing direction for state directed response sites across Wisconsin. The position will serve as the statewide coordinator and project manager for a majority of the state funded response remediation projects, responsible for scope development, procurement, oversight of contractors, review of technical documents, and budget oversight. This position will also provide support to regional staff with scoping, budgeting, coordination and oversight of regional state lead sites. This position will also oversee state directed assessment and cleanup programs funded by U.S. Environmental Protection Agency (EPA) 128(a) grant funding.

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 sites where releases of hazardous substances have occurred. The incumbent will provide technical review and opinions of special requests, such as approval of remediation plans and compliance with the NR 700 administrative rule series. This position is assigned some of the more complex cases within the RR Program in terms of the DNR's responsibility for operation and maintenance, involvement with other programs/agencies, stalled sites, off-site contamination issues, complicated or outdated remedial technologies, and other extenuating circumstances. Proper coordination with other DNR programs, legal services, finance and government agencies is critical to successfully completing these duties. This position will be expected to participate in applicable regional review meetings and adhere to regional approval and tracking processes.

This position coordinates with other regional and central office RR Program staff in the development and interpretation of programmatic documents and training materials related to the assessment, remediation and oversight of state response sites. This position works independently and with other DNR Program staff, as well as staff from other state and federal agencies, tribal entities, and other external partners and consultants to provide expertise, guidance and consistency with regards to state funded actions. This position may also work on federally funded sites, as assigned.

**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 State and Federal Programs Section Chief and has responsibility for providing oversight and technical expertise to consultants and responsible parties for assigned sites statewide. The position will work closely with Central Office and regional staff and supervisors throughout the state.

#### **Goals and Activities:**

**50% A. Oversee state-funded remedial investigations and clean-ups**

- A1. 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.
- A2. 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 remedial approaches 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.
- A3. Ensure investigation and clean-up activities move forward in a timely fashion to a point of closure consistent with department rules and regulations.
- A4. Provide assistance with field sampling events as assigned. Maintain appropriate safety training and safety equipment needed for participating in field sampling efforts. Follow all safety protocols when performing field sampling activities.
- A5. 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.
- A6. Provide formal responses to submittals and ensure contractual work is performed as specified and in accordance with code and guidance. Adhere to all procurement requirements. Process and approve or deny all billings and change order requests and, at end of project work, complete contractor evaluations.
- A7. Develop and implement required public input materials and opportunities as necessary for assigned projects.
- A8. Document and track all incoming reports, submittals and correspondence pertaining to site activities and ensure data is properly entered into the program's tracking systems, BRRTS, on a regular basis.

**20% B. Serve as statewide expert and resource for state funded response projects**

- B1. Provide expertise and training to other staff regarding the state funded response program, including procurement processes, requirements for public input, scoping, and working with contractors.
- B2. Serve as liaison between regional project managers and fiscal staff to ensure projects move forward in a timely manner. Provide support to other RR Program Project Managers with scoping, budgeting, coordination and oversight of state lead sites.
- B3. Evaluate the need for new technical or implementation guidance and/or training for staff and consultants. 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.
- B4. Develop and maintain references and guidance documents, case studies and information.
- B5. Lead the state's work in conducting audits and monitoring the effectiveness of long-term systems at state lead sites.

**10% C. Coordinate programmatic reporting and policy support for state funded response**

- C1. Work with management to develop and maintain a strategy and prioritization process for state funded response projects. Assist management with planning and projections for state funded response spending for upcoming fiscal years.
- C2. Coordinate with fiscal staff to prepare regular status updates on state funded response projects.
- C3. Assist in the development of DNR rules and policy related to effective management of state lead sites.

**10% D. Serve as RR project manager for federally funded projects as assigned**

- D1. Serve as a project manager for federally funded remedial sites as assigned, including EPA Superfund.
- D2. Evaluate the accuracy, quality and completeness of technical data and of the site recommendations.
- D3. Coordinate with the granting agency to provide technical direction to contractors following review of technical reports and submittals. Provide oversight of remedial construction and implementation.
- D4. Working with fiscal staff, ensuring assigned project cooperative agreement requirements are met.

**10% E. Professional Development & Organizational Responsiveness**

- E1. Review and keep abreast of changes in scientific knowledge of position-related activities and in technology and management practices for investigation and remediation.
- E2. Participate in job-related training as directed by supervisor.
- E3. 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.
- E4. Perform other position-related duties as assigned.
- E5. Follow all general and position-related safety requirements.

**Knowledge, Skills and Abilities:**

- 1. 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.
- 2. Knowledge of environmental monitoring, sampling techniques and groundwater quality standards.
- 3. 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.
- 4. Knowledge of and experience with DNR procurement processes and environmental contracting.
- 5. Knowledge of and experience with clean-up requirements in NR 700 WAC series.
- 6. Knowledge of program processes, policies, and procedures.
- 7. Skill in using hydrogeologic and engineering concepts to recommend or require action at clean-up sites.
- 8. Ability to understand a complex situation, issue, or problem by breaking it down into smaller pieces and trace implications or consequences.
- 9. Ability to work well independently and be self-motivated to take action to meet critical

organizational/program/unit goals.

10. Ability to demonstrate personal integrity and high ethical standards in all transactions.
11. Skill in employing analytical abilities, pragmatism and other tools to resolve complex problems in a variety of situations.
12. Ability to work cooperatively, collaboratively and facilitate others toward accomplishment of a shared goal.
13. Strong leadership and interpersonal skills.
14. Excellent oral and written communication skills.
15. Knowledge of cross-program, multi-agency and other regulatory requirements.
16. 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**

The duties and responsibilities of this position would be suitable for telecommuting occasionally from an alternative office location.

## 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.