

**DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION**

Working Title: Regional Program Coordinator

Classification: Hydrogeologist Program Coordinator

POSITION SUMMARY:

Under general supervision, this position serves as Regional Program Coordinator for the RR Program in the Region, performing professional work as a statewide specialist, working with the Region Program Manager to direct and coordinate the Remediation and Redevelopment (RR) Program within the region. The position serves as a technical program expert and resource, participating with RR Program management in the strategic and annual work planning of the RR Program. The position assists the Natural Resource Region Program Manager and leads regional staff in implementing RR Program policies and procedures; planning and conducting training; planning and implementing special projects to improve efficiency or work quality in the Region, serving as mentor and technical advisor to project managers; coordinating and providing technical oversight for staff on stalled case and enforcement strategies and actions; hiring, training and overseeing projects of limited term employee positions; and coordinating and serving on the peer/closure review committee in the region.

Region Program Coordinator responsibilities include assisting the Natural Resource Region Program Manager with data collection and summarization needs associated with quarterly, annual and special reports involving the work of regional staff. The position assists with regional workload evaluation and management to help the Natural Resource Region Program Manager balance staff workload as needed to help meet RR Program goals. The position assists the Region Program Manager in development and implementation of technical training events and special group work projects for region staff. This position also coordinates and leads peer review meetings and reviews peer review sessions and other staff input with the Natural Resource Region Program Manager to identify needed training, technical issues for RR Management, or potential work aides. The position will mentor staff on complex or difficult projects and will review correspondence for staff as needed to ensure consistent and accurate communication of Program rules and policies. The position will collaborate with project managers and the Region Program Manager on case closure reviews to ensure consistent decisions and implementation of the case closure review process. The position is responsible for helping staff develop appropriate enforcement strategies and tracking progress on stalled cases and on cases referred for enforcement. The position will serve as the lead for hiring, training and overseeing project work of limited term employees in the Region.

In addition to being the Program Coordinator within the region, the position also serves as a Project Manager or regional expert within the RR Program, providing oversight and direction for the larger, more complex cases requiring secondary response actions and other highly sensitive and/or complicated environmental investigations. 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.

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 RR Program in the South Central Region (SCR). The position will have responsibility for sites with environmental contamination in assigned geographic areas throughout the Region. 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. Travel to sites throughout the Region and occasional attendance at night meetings will be expected, as will infrequent statewide travel.

SCOPE OF AUTHORITY: This position reports to and is supervised by the South Central Region RR Team Supervisor and has responsibility for providing technical assistance to consultants and responsible parties for assigned sites. The position works under general supervision. This position is a lead worker.

GOAL AND WORKER ACTIVITIES:

55% A: Regional Program Coordinator

- A1. Assist the Natural Resource Region Program Manager in data analysis for workload management and for implementation and evaluation of various program objectives and work plans for the region.
- A2. Assist the Natural Resource Region Program Manager with tracking of regional grant work and budget allocations, as assigned.
- A3. Monitor caseload activity, recommending shifts in staff work to meet program needs or to balance workload.
- A4. Coordinate region input and review comments during the development of rules and guidance documents for environmental investigations and remediation of hazardous substance discharges.
- A5. Coordinate and lead the hiring, training and workload management of limited term employees hired to assist with review of environmental investigations, remediation work plans, reports, and other technical aspects of environmental response action sites.
- A6. Serve as the technical expert and mentor for regional project managers in interpreting and applying statutes, codes and program policies for environmental response action sites.
- A7. Identify region staff training needs with the Natural Resources Region Program Manager, and plan and implement training sessions for region staff on the interpretation and application of RR Program rules, policies and technical guidance.
- A8. Review correspondence for region staff who review environmental investigations, remediation work plans, reports, and other technical aspects of environmental response action sites, to ensure consistent and accurate communication of RR Program statutes, rules and policies.
- A9. Organize, coordinate and lead peer/closure committee meetings and case discussions with region project managers and identify needs for staff training or work aides, workload adjustments, and program issue clarification or policy development needs arising from these discussions to the Natural Resource Region Program Manager.
- A10. Collaborate with and provide technical support and expertise to the Natural Resource Program Manager and project managers on case closure reviews, to ensure consistent case closure recommendations and procedures.
- A11. Assist Natural Resources Program Manager in development, implementation and tracking of stalled caseload management procedures.
- A12. Provide technical support to region project managers regarding stalled case and enforcement strategies, enforcement related documents and correspondence. Coordinate stalled case and enforcement tracking with project managers. Mentor project managers regarding compliance meetings with the responsible parties and consultants, and in preparation for participation in legal proceedings.
- A13. Participate in meetings with various agencies and organizations, advisory committees, external groups,

as well as environmental consultants and regulated entities to provide information and training (as needed) on RR program rules, policies and procedures.

A14. Perform other position-related duties as assigned.

25% B. Project Management and/or regional expert responsibilities

- 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. If identified as a Regional expert for a specific technical or Program area, provide technical oversight, training, letter and correspondence review, directions, and approvals for the assigned area of expertise.
- B4. Recommend long-term clean-up activities at contamination sites.
- B5. Provide technical review and opinions of special requests, such as waste characterization and approval of requests for exemptions to build on abandoned landfill sites.
- B6. 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.
- B7. 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.
- B8. 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.
- B9. 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.
- B10. Provide technical input to and expert geologic and hydrogeologic testimony for enforcement cases.
- B11. 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.
- B12. 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 and the GIS Registry, on a regular basis.
- B13. 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.
- B14. Coordinate approvals with the regional or state PECFA expert for all cost approvals and work requirements for PECFA-eligible remediation sites.
- B15. 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.
- B16. Provide project management for the investigation and remediation work for Voluntary Party Liability Exemptions. Coordinate with other DNR programs for streamlined regulatory approvals.
- B17. 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.

- B18. Participate in public meetings and green team meetings for brownfields projects. Encourage appropriate land use decisions and Smart Growth concepts in land development plans.
- B19. 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.
- B20. Consult with and provide technical assistance to the public, consultants, industry representatives, other state agency staff and internal staff.

20% C. Regional Expert – Land Recycling

- C1. Serve as the Regional expert for other staff in interpreting and applying statutes, codes and program policies when dealing with contamination at brownfield sites. Providing technical oversight, training, letter and correspondence review, directions, and approvals for the more complex, significant sites undergoing redevelopment.
- C2. Serve as the initial point of contact for the Region on contaminated land redevelopment issues. Work with local, state, and federal units of government, developers, financial institutions, and the public to provide assistance on the tools available under the Remediation and Redevelopment program. Promote development of brownfields in an environmentally sound manner.
- C3. Provide written responses to fee-based requests for liability clarification and technical assistance; provide technical assistance to consultants, local government units, developers, and the general public on the redevelopment of contaminated properties.
- C4. 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.
- C5. Coordinate Voluntary Party Liability Exemptions (VPLE) project oversight with Regional Hydrogeologist, regional fiscal coordination, and serve on Regional VPLE Review Committee Coordinate with other DNR programs for streamlined regulatory approvals.
- C6. Participate in public meetings and green team meetings for brownfields projects. Encourage appropriate land use decisions and Smart Growth concepts in land development plans.
- C7. Coordinate the Regional response to Wisconsin Plant Recovery Initiative Coordinate with the other Regional programs, the Statewide WIPRI Coordinator, and Regional AWaRe Program Manager to ensure required documentation and communication with facilities occurs.
- C8. Serve on the Land Recycling Team. Represent region's interest and communicate team discussions back to regional staff. Keep supervisor informed of any issues that may arise as a result of team discussions.
- C9. Serve on the SCR Peer Review Group (PRG) providing input on all VPLE required reviews, insight into the land recycling and technical aspects of closure and other fee-based reviews brought to the SCR PRG.
- C10. Provide technical input to and expert geologic and hydrogeologic testimony for complex enforcement cases involving brownfields redevelopment.

KNOWLEDGE, SKILLS AND ABILITIES

1. Comprehensive knowledge of RR program and policy development, implementation, evaluation techniques, and the ability to apply in the work setting.
2. Knowledge of effective training methods and tools, including the ability to deliver training to individuals and groups.
3. Knowledge in use of conflict resolution techniques and verbal communication principles used to resolve conflicts.
4. Ability to coordinate group and team activities, facilitate negotiation and problem solving techniques to achieve established objectives.

5. Knowledge and skill in serving as a lead worker, mentor, project leader, technical or policy expert, or team leadership role, able to effectively manage workload and projects involving other parties.
6. Strong leadership and interpersonal skills.
7. Excellent oral and written communication skills, and ability to coach others in effective communication, and to edit others' written technical and regulatory correspondence.
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. Comprehensive knowledge of hazardous substance spill laws, codes, regulations, policies and guidance and their applicability to hazardous substance discharges and/or unauthorized waste disposal.
15. Comprehensive knowledge of clean-up requirements in NR 700 WAC series.
16. Knowledge of program processes, policies, and procedures.
17. Knowledge of environmental enforcement process and procedures from NON to Referral to DOJ.
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 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.

TELEWORK: Telework is allowable according to current state and department telework policies.!