United States Environmental Protection Agency **POSITION DESCRIPTION COVERSHEET**	**1. DUTY LOCATION** Chicago, Illinois	**2. POSITION NUMBER** N 1426XH

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Interdisciplinary Environmental Scientist / Engineer / Life Scientist	GS	1301	13	177
4. SUPERVISOR'S RECOMMENDATION	Geologist / Hydrologist	GS	1301	13	

5. ORGANIZATIONAL TITLE OF POSITION (if any)	**6. NAME OF** John O'Grady

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY	e. Section 2
b. Region 5	f.
c. Superfund Division	g.
Remedial Reponse Branch 1	h. EPAYS Organization Code 90594300

8. SUPERVISORY/MANAGERIAL DESIGNATION

__ [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities and include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.

__ [A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.

__ [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.

__ [B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.

__ [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		d. Typed Name and Title of Second-Level Supervisor	
b. Signature Matt Mankowski, Section Chief Section #2	c. Date 1/14/03	e. Signature Wendy Carney, Branch Chief Remedial Response Branch #1	f. Date 1/14/03

10. OFFICIAL CLASSIFICATION CERTIFICATION

a.	b.	c.
[X] This position has no promotion potential. ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: __	☐ Nonexempt ☒ Exempt	Functional Code 32

d. Bargaining Unit Code	e. Check, if applicable:	f. Signature	g. Date
6012	☐ Medical Monitoring Required ☐ Extramural Resources Management Duties (__% of time)	SB Richardson	1/24/03

11. REMARKS

WP5.1 Version of EPA Form 3150-1(Rev 6/96)

Please read instructions on reverse before completing.

United States Environmental Protection Agency
Washington, DC 20460

EPA Position Description

1. Duty Location: Chicago, Illinois

2. Position Number: N1426XH

Classification Action

Reference of Series and Date of Standards Used To Classify This Position

	b. Title	Service c.	Series d.	Grade e.	CLC f.
Official Allocation	Interdisciplinary*	GS	819	13	See Below
4. Supervisor's Recommendation	* Interdisciplinary Environmental Engineer/Scientist Life Scientist/Geologist/Hydrologist	GS	1301/4017/1350/1315	13	

5. Organizational Title of Position (if any)

6. Name of Employee

7. Organization *(Give complete organizational breakdown)*

a. U. S. Environmental Protection Agency

b. Superfund Division

c. Remedial Response Branch I

d. Remedial Response Section II

e.

f.

g.

h. EPAYS Organization Code 90594300

8. Performance Management and Recognition System (PMRS) Certification for Positions in Grades GS/GM 13-15

☐ **S** First or second level supervisor of 3 or more employees engaged in substantive professional, technical, or administrative work. Duties include assigning, directing, and reviewing work, evaluating performance, recommending personnel actions, training and developing employees, etc.

☐ **A** An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature but requires the consistent exercise of independent judgment.

☐ **M** A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of management duties outlined in the Supervisory Grade Evaluation Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.

☐ **B** A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines, or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; deciding on plans or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies; not just interpret laws and regulations, give resource information or recommendations, or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.

☒ **N** None of the above applies to this position. Exempt from PMRS.

9. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
Bruce Sypniewski, Chief
Remedial Response Section II

b. Signature: [signature]

c. Date: 6/18/96

d. Typed Name and Title of Second-Level Supervisor
~~William E. Muno, Director~~ Wendy L. Carney, Chief
~~Superfund Division~~ Rem. Response Br. 1

e. Signature: [signature] for WC

f. Date: 7/5/96

10. Official Classification Certification

a. ☒ This position has no known promotion potential ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade –

b. Fair Labor Standards Act ☐ Nonexempt ☒ Exempt

c. Signature of Classification Official: Sandra S. Hadley *

d. Date: 7-22-96

11. Remarks (Continue on additional sheet(s) if necessary)
This position requires less than 25% of time on contract management.
previously classified
819-121, 1301-177, 401-091, 1350-195

12. Duties and Responsibilities
Type on plain bond paper and attach to this form. Use format shown on reverse.

POSITION DESCRIPTION
REMEDIAL PROJECT MANAGER
ENVIRONMENTAL ENGINEER/SCIENTIST/LIFE
SCIENTIST/GEOLOGIST/HYDROLOGIST
GS-13-819/1301/401/1350/1315

INTRODUCTION

This position is located in the Michigan/Wisconsin Section, the Illinois/Indiana Section, or the Ohio/Minnesota Section of the Remedial and Enforcement Response Branch. These Sections have the responsibility for administering the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the Superfund Amendments and Reauthorization Act (SARA). Employees are responsible and accountable for assessing CERCLA hazardous waste sites of above average [Category IV sites in PMM 511-60A] complexity for the purpose of identifying and measuring public health and welfare and environmental threats*; identifying remedial alternatives*; recommending and implementing remedies*. The employee works under minimal supervision on a group of the most complex (Category IV), above average (Category III), average (Category II) and less-complex (Category I) sites. Supervisor outlines objectives and resources available. Employee and Supervisor develop deadlines, projects, and work to be done. Employee plans and carries out assignment, resolves most conflicts, interprets policy on own initiative in terms of established objectives, but keeps Supervisor informed of progress, potentially controversial matters, or far reaching implications. Assignments involve initiating remedial actions and typically pertain to activities associated with: 1) an imminent and substantial endangerment to health or the environment, 2) the introduction of highly toxic and hazardous materials into the environment, 3) serious and immediate effect on surface water, and 4) discharges of contaminants into waters of the United States.

RESPONSIBILITIES

1. Guidelines for sites of this level of complexity are minimal and employee must exercise experienced judgement in selecting resources and remedies. This involves:

    - Collecting and analyzing data peculiar to field sampling and historical site data*;
    - Conducting site inspections*;
    - Determining nature and extent of contamination and pathways of exposure*;

- Ensuring that treatability studies are incorporated into the Remedial Investigation/Feasibility Studies (RI/FS) process when appropriate;

- Identifying and evaluating whether technologies are available; if not, how to proceed, and, if so, which technologies are most likely to be applicable or adaptable to site-specific conditions*;

- Analyzing data collected at various phases of the project and adjusting project plans as necessary in response to the findings;

- Ensuring that the remedial design and remedial action are consistent with previously established guidelines* and justifying any deviations from guidelines to support exceptions;

- Identifying applicable or relevant and appropriate requirements (ARARs) (in coordination with Regional Counsel, States and other appropriate parties) and ensuring that all activities conducted on-site comply with all applicable or relevant and appropriate Federal, State, and local laws and regulations*;

- Establishing data quality objectives;

- Developing site management plans including goals, objectives anticipated problems and alternative strategies;

- Directing and/or overseeing construction actions to ensure consistency with approved design;

- Identifying and evaluating whether certain activities, (e.g., removal, operable units, etc.) should be undertaken sooner than others;

- Overseeing or coordinating with an OSC on the implementation of non-time critical removals*;

- Ensuring technical soundness of remedial efforts accomplished by contractors*, States and potentially responsible parties (PRPs)*;

- Conducting the final site construction inspection*; and coordinating the transition to State or responsible party operation and maintenance*.

2. Coordinates, compels and oversees the contributions of other Federal, State and local officials and PRPs where appropriate*. This includes: organizing support teams consisting of other agency and program officials, representatives from State and local governments, and others as necessary to provide advice, counsel or other assistance by use of existing agreements or creation of new agreements; planning and conducting site-related meetings; coordinating with removal program officials in cases where removals are warranted*; and overseeing State and PRP operation and maintenance efforts.

3. Provides advice to State and local agencies for various purposes; e.g., acquiring properties and easements necessary for remedial action, advising State Project Officers in preparing the Statement of Work for State-lead sites, coordinating and drafting Superfund State Contracts with States, monitoring State actions and expenditure for assigned sites and providing preliminary guidance and advice to parties in identifying project objectives and constraints during the preparation and negotiation of the State cooperative agreement application.

4. Oversees or conducts PRP searches*; provides officials with site specific and general hazardous waste procedures and methods testimony, depositions, discovery, and other assistance for site litigation for enforcement-lead sites, provides officials with assistance in the development of cost recovery actions*; develops and assists Regional Counsels in implementing case management plans; provides assistance to other agency officials in PRP negotiations of and monitors compliance of PRPs with Consent Decrees and Administrative Orders for response actions within statutory timeframes; reviews and evaluates PRP qualifications to perform the response activity; initiates and coordinates necessary enforcement actions to rectify PRP non-compliance with Administrative Orders and Consent Decrees*; and develops data bases to track and maintain PRP specific data for document exchange, correspondence tracking, volumetric ranking and non-binding allocations of responsibility.

5. Based on advanced knowledges of contracting principles, practices, and procedures, and application and adaptation of these and other oral or written administrative and technical guidelines if available or applicable, directs, oversees, manages and evaluates contractor actions and expenditures for assigned sites. This involves: developing Statement of Work for work assignments and procurement requests; initiating and preparing work assignments and procurement requests for a variety of purposes; ensuring that field activities are implemented according to work plans and supplemental plans;

monitoring, reviewing, and evaluating contractor's performance to ensure quality of deliverables and activities and that work or tasks have been performed, and taking corrective action where warranted; preparing various performance reports on contractor's performance on assigned sites for the Performance Evaluation Board; requesting and/or participating in audits of contractor's performance in cases where warranted; initiating, reviewing and approving change orders for fund-lead sites; negotiating and approving proposed and final budget estimates and scope of contractor work plans.

6. Directs, monitors and/or oversees, and/or controls funds obligated and schedules of agency and State-lead sites and the schedules of PRP-lead sites. This requires controlling funds allotment by tracking funds obligated or deobligated or funds remaining; establishing timeframes for major milestones and formulating, developing, and preparing budget estimates for assigned sites for coming fiscal year or years in coordination with management and States.

7. Directs, writes, oversees, reviews, approves, and/or controls the schedule of technical, management, contractual, and informational documents. This involves preparing and/or reviewing records of decisions (RODs), the documents which outline the alternative remedies, and identifies and justifies the selected remedies, coordinating the ROD approval process in accordance with Regional commitments; directing and/or developing PRP administrative orders, consent decrees and associated technical documents; reviewing removal action memoranda when removals are required at assigned site; developing or coordinating development with the OSC of the Engineering Evaluation/Costs Analysis for non-time critical removals at assigned sites*; initiating and preparing interagency agreements with other Federal agencies for submission to and approval by Agency regional or Headquarters senior officials*; initiating drafts of, and ensuring effective adherence to Superfund memoranda of agreement; preparing and negotiating De Minimis agreements and/or mixed funding agreements, administrative settlements in conjunction with counsel; writing remedial action reports and close out reports*.

8. Maintains community relations* as related to site assignments by: ensuring that the public participation process is followed*;conducting public meetings in potentially hostile and politically sensitive situation*; speaking to the media sometimes on an ad hoc basis*; preparing and distributing informational pamphlets*; and responding to verbal and written inquiries, etc., in coordination with agency, State and local community relations officials* and coordinating the implementation of technical assistance grants to localities.

9. Participates in and directs Regional special projects, work groups, task forces and panels on issues of Regional importance and participates in workgroups on National or cross-Regional issues such as procedures for managing certain types of sites, chemicals, and/or geographical features: provides leadership of these groups within areas of expertise; advises other RPMs on project management and technical issues.

10. Facilitates information exchange through technology support Project forums, national organizations, national conferences, etc.; participates in job-relevant training as a developer or instructor; writes, presents or publishes technical / programmatic papers.

11. Performs such other various duties as the following:

    a. Coordinates the deletion process and establishes deletion dockets*.

    b. Creates, maintains, documents and certifies site files and Administrative Record.*

    c. Responds to requests for information submitted through the Freedom of Information Act as well as those from PRPs, and other correspondence (e.g., Congressional inquiries).

    d. Assists other RPMs by serving as one of the Branches technical advisors in the incumbants scientific discipline such as the geological sciences (hydrogeology, stratigraphy), biological sciences, hydrology, and engineering (chemical, civil, environmental).

*REQUIRED BY THE NATIONAL CONTINGENCY PLAN

FACTOR EVALUATION

I. KNOWLEDGE

1. Mastery of the concepts, principles and practices of one or more of the following:

   - Environmental or general engineering and/or the biological, geological, environmental, and/or physical sciences to serve as technical advisor, plan, coordinate, manage, and oversee the most complex CERCLA remedial containments, cleanups, treatments and other related activities.

2. Knowledge of advanced and experimental treatment and cleanup technologies, and capability of applying them to solve novel and obscure problems.

3. Mastery of management principles, practices and methods in order to plan and oversee above average CERCLA remedial actions and related activities.

4. Mastery of hazardous materials management and the Superfund process.

5. Mastery of applicable, relevant and appropriate laws, regulations, and other guidelines governing remedial actions and related activities peculiar to CERCLA hazardous waste sites.

6. Mastery of Federal contracting principals, practices, and procedures unique to Superfund contracting vehicles in order to serve as a WAM.

7. Mastery of CERCLA enforcement procedures and policies and skill in negotiating complex settlements with potentially responsible parties (PRPs).

8. High level of skill in communications in order to deal with highly visible, complex community relations issues and situations.

II. SUPERVISORY CONTROLS

Supervisor sets the overall objective. Employee and supervisor, in consultation, develop the deadlines, projects, and work to be done.

Employee is responsible for planning and carrying out the assignment, resolving most conflicts, coordinating the

work and interpreting policy on own initiative in terms of established objectives. Employee keeps supervisor informed of progress, potentially controversial matter, or matters with far-reaching implications.

Completed work is reviewed only in terms of compatibility with other work, or effectiveness in meeting requirements or expected results.

III. GUIDELINES

Guidelines include State and Federal environmental laws, Agency regulations and policy statements, and technical publications. The required clean up and treatment processes may extend beyond the state of the art, and incumbent must keep abreast of technical publications on new pollution control equipments, techniques, and processes.

Guidelines are not always directly applicable to all situations. The employee may encounter situations without guidelines and must exercise experienced judgement in interpreting and adapting them and in deviating from traditional methods: to develop new methods.

IV. COMPLEXITY

The assignment as a specialist in the cleanup and control of hazardous waste sites encompasses a full range of management activities to achieve and maintain remediation of public and environmental health threats posed by uncontrolled hazardous waste sites. The remedial activities typically address complex and controversial problems, such as: critical, wide-spread threats to public health; heightened environmental sensitivity due to large-scale impacts on a natural resource; use of advanced, innovative technologies; extensive involvement of other Federal, State, local or public agencies; or negotiating complex settlements and statements of work with large numbers of PRPs.

The work involves varied duties concerning the management of a combination of less complex, average, above average, and most complex (Category IV) CERCLA sites.

Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or evaluation processes owing the unknown phenomena, conflicting requirements and technological development

The work requires originating new scientific techniques, establishing criteria, or developing new information through leading Regional task forces.

V. SCOPE AND EFFECT

The purpose of this position is to provide a technical authority to negotiate, develop, evaluate and direct hazardous waste clean-up activities. Work efforts have a significant impact on public health and natural resources. Assignments require the ability to anticipate and take positive actions to resolve problems which, if unchecked, would likely lead to extremely serious consequences. Employee recommendations and decisions impact national, Regional, State and local programs, and private industry.

VI. PERSONAL CONTACTS

Personal contacts are with scientists, engineers, and other subject-matter specialists within the Region and Headquarters. Officials and professionals of other Federal and State agencies; industry representative; elected Federal, State and local representatives; other professional scientists and engineers; the public and the media.

VII. PURPOSE OF CONTACT

The purpose of contacts is to plan, manage, direct and/or oversee CERCLA remedial actions and related activities; coordinate the efforts of other agencies and State agencies; provide, receive and exchange information; and to provide technical and managerial advice to others. The employee represents the Agency for Regional topics.

Employee must be skillful in dealing with people having hostile or uncooperative attitudes, in order to gain compliance. This requires skill in persuasion and negotiation.

Employee leads or serves on Regional special projects and task forces to develop new approaches and/or procedures.

VIII. PHYSICAL DEMANDS

Work within the office is sedentary, however, about 5 to 10% of the time is spent on site inspections which are generally conducted in a hard-hat area and requires considerable walking, climbing, stooping, and bending. On these visits the incumbent is required to carry

equipment weighing up to 50 lbs. Site work also requires the use of self-protection equipment which may include self-contained breathing apparatus and totally enclosed suits. The work includes physical and mental stress relating from such factors as attendance at public meetings, court hearings and media conferences.

IX. WORK ENVIRONMENT

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices and training rooms; when on site, the environment requires constant evaluation and application evaluation and application of OSHA health and safety regulations. Repeated exposure may place employee at risk.