

Position Code 1.

State of Michigan
Civil Service Commission
 Capitol Commons Center, P.O. Box 30002
 Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency
Vacant	Environment, Great Lakes, and Energy
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
ENVIRONMENTAL ENGR LICENSED SPECIALIST 13	DRINKING WATER AND ENVIRONMENTAL HEALTH DIVISION (DWEHD)
5. Working Title (What the agency calls the position)	11. Section
WATER TREATMENT SPECIALIST	ENGINEERING
6. Name and Position Code Description of Direct Supervisor	12. Unit
Michael Bolf, State Administrative Manager 15	
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
George Krisztian, State Division Administrator 17	LOCATION TBD/80 HOUR PAY PERIOD
14. General Summary of Function/Purpose of Position	
The water treatment specialist reviews conventional and new water treatment technologies being considered for installation in the state, assists district and area engineers with resolving unique water treatment problems which may occur at existing facilities in the state, assists as needed with sanitary surveys, coordinates training efforts involving office staff, co-chairs the Engineering Meeting planning team, consults on permits involving treatment technology, and serves on the GLUMRB – Water Supply Committee. The water treatment specialist is considered an expert resource in the areas of water treatment technology and applicable portions of the Safe Drinking Water Act. As needed, the specialist may also be performing duties as a district engineer in a designated area of the state.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time 40**

Serves as the Department's expert on evaluating conventional and new water treatment processes and applicable portions of the Safe Drinking Water Act.

Individual tasks related to the duty.

This position coordinates the evaluation of conventional water treatment schemes where alterations appear necessary to meet more stringent standards. Similarly, the employee coordinates the evaluation of new treatment systems proposed to treat emerging contaminants necessary to meet drinking water standards or health action levels. Such evaluations may consider alternative disinfectants, polymers, coagulants, filter aids, as well as other treatment means such as microfiltration, ultra-filtration, disinfectant by-product control, taste and odor control, arsenic treatment, corrosion control, or other water treatment processes employed to meet drinking water standards. The evaluation of such treatment processes involves detailed plan review, consultations with design engineers, municipal officials, and process manufacturers, and on-site visits to pilot and plant scale installations.

Duty 2

General Summary of Duty 2 **% of Time 20**

Assists district and area engineers with solving unique water treatment problems at existing facilities in the state.

Individual tasks related to the duty.

The treatment specialist acts as a technical resource for DWEHD staff engineers in solving unique problems at existing water treatment facilities. Resolution of the problems may necessitate special field visits to a water supply to perform treatability studies to optimize existing treatment operations, detailed review of existing operating data to determine the scope of a particular problem, and consultation with plant operators and water utility managers to facilitate a change in operating and/or management procedures. The treatment specialist also assists the DWEHD staff engineers with unique and challenging treatment plant permits.

Duty 3

General Summary of Duty 3 **% of Time 20**

Coordinates and provides training related to water treatment technologies to the DWEHD staff engineers and certified operators.

Individual tasks related to the duty.

- Assesses the technical needs of the DWEHD engineers and researches available courses, developing course material if appropriate. The employee is also responsible for coordinating and updating the technical content of the certified operator's training related to surface water and limited treatment.
- Contributes to training oversight of new district engineers as well as training all staff engineers on new regulations or technologies.

Duty 4

General Summary of Duty 4 **% of Time 10**

The treatment specialist assists staff engineers in performing detailed system sanitary surveys of existing facilities.

Individual tasks related to the duty.

The treatment specialist assists staff engineers as needed with performing sanitary surveys of complete treatment facilities in the state. There is a major need for experienced staff to continue to carry out this primary function of the DWEHD if the state is to avoid serious threats to public health as the result of deficiencies in water treatment operations. Thorough knowledge of conventional and new treatment technologies is an extremely important trait needed by the treatment specialist to spot potential problem areas in an existing treatment plant before they lead to interruptions in water supply or violations of drinking water standards. The treatment specialist also reviews state-wide sanitary surveys on an as-needed basis to ensure that consistent practices are being followed.

Duty 5

General Summary of Duty 5 **% of Time 5**

Upon assignment by the Unit or Section Manager, this position assumes the duties as a district engineer in a designated area of the state on a temporary basis.

Individual tasks related to the duty.

This position performs all related tasks assigned to a district engineer including the review of plans and specifications for new systems or additions to existing systems, surveillance and evaluation of all community water supplies in the assigned district, monitoring of water systems relative to water quality, oversight of operator certification requirements, consultation with water suppliers about deficiencies that may be observed during routine or special field visits, response to emergency situations such as those that warrant boil water or other appropriate precautions, and participation in division training seminars for water systems operators.

Duty 6

General Summary of Duty 6 **% of Time 5**

The employee performs other duties associated with the DWEHD's regulatory program.

Individual tasks related to the duty.

The employee represents the DWEHD on Boards and workgroups as appropriate and maintains an inventory of chemical additives and products which contact potable water as listed under the ANSI-NSF standards. Other program related duties as assigned by the Supervisor, such as rule development and implementation.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions that involve changes to water treatment practices that are necessary to ensure protection to public health. Decisions about training needs, as well as implementation and alteration of processes and procedures as needed. Impacted entities include water plant owners and operators, district and program staff, and the general public.

17. Describe the types of decisions that require the supervisor's review.

Approval of controversial treatment processes that have not yet gained widespread acceptance by the water supply regulatory industry. Unique events such as major interruptions in supply or the treatment process at a complete treatment facility.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Routine activities involving telephone communications, operation of computer terminals, and other related duties in a typical office environment are encountered. Travel by automobile to district offices or water utilities for the purpose of on-site evaluations or consultations will arise. The amount of time and intensity of each activity will vary with the daily workload.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position's primary duties are to ensure that the Division maintains a level of expertise relative to all areas of water treatment so that through consultation with staff engineers and water utility officials, water quality problems can be avoided before a risk to public health occurs. Also, district engineer related duties must be carried out to ensure adequate public health protection.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

No changes.

25. What is the function of the work area and how does this position fit into that function?

The function of the Field Operations Section is to carry out the responsibilities of a comprehensive program of supervision and control over all community public water supplies mandated by the Michigan Safe Drinking Water Act (Act 399, P.A. 1976 as amended). This position was established to ensure safe and adequate drinking water for the health and welfare of the public, and to carry out such additional responsibilities as may be assigned by the Unit Supervisor, Section Manager, or Office Administration.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Possession of a bachelor's degree in engineering.

EXPERIENCE:

Four years of experience equivalent to an Environmental Engineer, including two years equivalent to an Environmental Engineer P11 or one year equivalent to an Environmental Engineer 12 or Environmental Engineer Licensed 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate accurately and tactfully with individuals and groups verbally and by letter. The water treatment specialist must meet people and work with them at a technical level and lay level. The specialist should have thorough knowledge of conventional water treatment practices and familiarity with new treatment technologies available to the water industry, as well as familiarity with applicable portions of the Safe Drinking Water Act. Attendance at special seminars on water treatment technologies is required as permitted by the Department. Thorough knowledge of computer software commonly used to analyze operational data is also required.

CERTIFICATES, LICENSES, REGISTRATIONS:

Michigan Professional Engineers License is required.
Valid Driver's License is Preferred.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee's Signature

Date

NOTE: Make a copy of this form for your records.