

Position Code 1. EVILSPL2A13R

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 Engineer Licensed Specialist 13	Drinking Water and Environmental Health
5. Working Title (What the agency calls the position)	11. Section
Drinking Water Distribution 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	TBD

14. General Summary of Function/Purpose of Position

The distribution specialist reviews drinking water distribution technologies being considered for installation in the state, assists district and area engineers with resolving unique distribution problems which may occur at existing supplies in the state, assists as needed with permitting, coordinates training efforts involving office staff and certified operators, and coordinates cross connection control program policy. 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

The employee serves as the Department's expert on evaluating processes involving the distribution of drinking water.

Individual tasks related to the duty.

The employee coordinates the evaluation of distribution systems in order to ensure that they meet drinking water regulations. Such evaluations may consider cross connections, pipe material, pumps, storage, etc. The evaluation of such treatment processes involves detailed plan review, consultations with design engineers, municipal officials, and process manufacturers, and on-site visits to installations.

Duty 2

General Summary of Duty 2 % of Time 20

The employee assists district and area engineers with solving unique water distribution problems at existing facilities in the state.

Individual tasks related to the duty.

The distribution specialist acts as a technical resource for DWEHD staff engineers in solving unique distribution problems at existing water supplies. Resolution of the problems may necessitate special field visits to a water supply to review field practices or for other purposes. The distribution specialist also assists the DWEHD staff engineers with unique and challenging distribution system permits.

Duty 3

General Summary of Duty 3 % of Time 10

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

Individual tasks related to the duty.

The distribution 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 distribution specialist also reviews state-wide sanitary surveys on an as-needed basis to ensure that consistent practices are being followed with respect to the inspection of distribution issues.

Duty 4

General Summary of Duty 4 % of Time 10

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

Individual tasks related to the duty.

The employee 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 5

General Summary of Duty 5 % of Time 10

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

Individual tasks related to the duty.

The employee coordinates DWEHD staff and certified operator training needs with representatives from the Environmental Support Division, represents the Division on the State Plumbing Board, coordinates the state cross connection control program policy, 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 promulgation.

Duty 6

General Summary of Duty 6 % of Time 10

The employee coordinates and provides training related to water distribution technologies to the DWEHD staff engineers and certified operators.

The employee 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 water distribution, including the Water Distribution and Cross Connection Courses.

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. Scheduling of field visits to water supplies in the assigned district. Impacted entities include utility 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 distribution technologies that have not yet gained widespread acceptance by the water supply regulatory industry. Unique events such as major water distribution system breaks or interruptions.

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.

Only 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. |

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

TO BE COMPLETED BY DIRECT SUPERVISOR

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

Agree

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 distribution so that through consultation with staff engineers and water utility officials, water distribution 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.

None - backfilling position.

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

The function of the Drinking Water and Environmental Health Division is to carry out the responsibilities of a comprehensive program of supervision and control over all 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 distribution of 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 Division 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 distribution specialist must meet people and work with them at a technical level and lay level. The specialist should have thorough knowledge of distribution system materials and technology, as well as cross connection prevention. Attendance at special seminars on water distribution 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.