

State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. EQSPL2

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information 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 ENVIRON, GREAT LAKES & ENERGY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Environmental Quality Spl 2	10. Division Drinking Water and Environmental Health Division (DWEHD)
5. Working Title (What the agency calls the position) Lead Service Line Replacement Specialist	11. Section
6. Name and Position Code Description of Direct Supervisor ANDERSON, LISA; ENVIRONMENTAL MANAGER-3	12. Unit Lead & Copper Unit
7. Name and Position Code Description of Second Level Supervisor PHILIP, KRISTEN S; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work Constitution Hall 525 W. Allegan St., Lansing, MI / Monday-Friday / 80 hrs pay period

14. General Summary of Function/Purpose of Position

The Lead Service Line Replacement Specialist (LSLRS) is responsible for providing statewide technical guidance and tools for lead service line replacement, project management assistance to communities, and developing policy and process recommendations. The LSLRS will research and analyze national best practices, create strong working relationships with federal, state, and local leaders, and develop statewide guidance materials for distribution. Additionally, that LSLRS will coordinate conferences, prepare reports, and present at speaking engagements. The LSLRS will assist communities in developing and implementing lead service line replacement plans, securing and coordinating with communities for planning capacity and funding options, and assist with tracking inventory requirements.

This position will have a thorough knowledge and understanding of water hydrology and construction/plumbing principles and develop an understanding of practices and methods of service line removal and replacement as it applies to drinking water conveyance facilities. They will also become familiar with and utilize laws, statutes, codes, and ordinances governing drinking water facility construction projects including American Water Works Association, American Society for Testing and Materials, federal, state, county, local regulations, and specifications.

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:

Percentage: 50

Lead Service Line Replacement Specialist (LSLRS) responsible for providing statewide technical guidance and tools for lead service line replacement, project management assistance to communities, and developing policy and process recommendations.

Individual tasks related to the duty:

- Develop policy and process recommendations related to lead service line replacement in coordination with division and department leadership.
- Research and analyze national best practices on lead service line replacement to produce guidance and trainings for the regulated community. Ensure that the practices used by communities are conducted in line with best practices.
- Create strong working relationships with federal, state, and local leaders by participating in community meetings or town hall events, committee hearings, and educational or constituent relations meetings and phone calls related to lead service line replacement.
- Develop lead service line replacement statewide guidance materials; this may include Frequently Asked Questions documents, tutorials, webinars, etc.
- Serve as a technical consultant and liaison with other agencies, organizations, the public, and staff to interpret and understand lead service line replacement guidance materials.
- Prepare statewide technical reports to monitor lead service line replacement projects. For example, such reports may help to determine compliance with regulated communities, illustrate how many are in compliance vs not in compliance, show how much progress statewide is being made in conjunction with available resources utilized, or determine potential roadblocks to success (funding, lack of available construction materials, contractor availability).
- Technical advisor to EGLE staff, conducts research and analyzes best practices in order to produce guidance and trainings for the regulated community through various channels such as FAQ documents, tutorials, webinars, conferences, etc.
- Present information and updates to stakeholders, associations, and other groups - this may include presenting at conferences, townhall events, information sessions, or other events, live or virtually.
- Educate division staff and regulated communities/entities on program-specific guidance, policies and procedures related to lead service line replacement.
- Consult with LARA regarding plumbing code and connection of the service line to interior building plumbing to ensure that EGLE and LARA's requirements are both met during the replacement process.
- Consult with DHHS relative to education as it pertains to lead service line replacements and on coordinating with high priority communities and/or locations with elevated results for lead.
- Consult and coordinate with EGLE Finance Division regarding financing options for lead service line replacement for communities.
- Determine compliance with system's annual performance and look for ways to help systems be most efficient with their replacement activities to meet the governor's directive to get lead service lines replaced as quickly as possible.
- Coordinate conferences that provide educational information and best practices related to lead service line replacement and the state's requirements. Research and develop informational documents, communication strategy, outreach materials and engage stakeholders in the development of the conference to ensure that customers' needs are being met.
- Develop a questionnaire or method for district staff to evaluate a system's progress/performance with their service line replacement program during sanitary surveys.

Duty 2

General Summary:

Percentage: 40

Serve as a point of contact for the Lead and Copper Unit on lead service line replacement and work directly with communities.

Individual tasks related to the duty:

- Serve as a point of contact for environmental justice communities and others by developing and implementing lead service line replacement plans.
- Secure planning capacity for communities.
- Coordinate with communities on financing options that may be suitable for their needs.
- Technical advisor and resource for communities; this may require performing various field work activities related to lead service line replacements to be able to provide technical assistance (for example – monitor how lead service line replacements are being performed).
- Develop familiarity with the methods and materials available for lead service line replacement.

Duty 3

General Summary:

Percentage: 5

Compile and track data related to the lead service line replacement process.

Individual tasks related to the duty:

- Track inventory requirements for communities, as well as their progress towards eliminating lead service lines.
- Track and coordinate compliance assistance and communications, as well as reporting requirements.
- Compile data in databases or spreadsheets.

Duty 4

General Summary:

Percentage: 5

Perform other duties as assigned.

Individual tasks related to the duty:

Perform other duties as needed by the department.

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

Work with communities to resolve lead service line replacement issues that fall within current policy, rules, regulations, and law. This position will be required to help make decisions about funding, program requirements, and policies.

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

Issues that are precedent setting, politically sensitive, and have significant impact on the public or stakeholders.

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

Typically, an office setting and requires extensive time utilizing a computer and sitting for extended periods of time. May have occasional travel or field work.

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.

Additional Subordinates

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

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

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This position will understand basic water hydrology and construction/plumbing principles and develop an understanding of practices and methods of service line removal and replacement as it applies to drinking water conveyance facilities. They will also become familiar with laws, statutes, codes, and ordinances governing drinking water facility construction projects including American Water Works Association, American Society for Testing and Materials, federal, state, county, local regulations, and specifications.

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

New position.

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

The Lead and Copper Unit is responsible for implementing the lead and copper provisions of the Michigan Safe Drinking Water Act (Act 399, P.A. 1976 as amended). This position was established to assist in ensuring appropriate and timely service line replacement activities, and to carry out additional responsibilities as assigned. This position will serve as the Lead Service Line Replacement Specialist and act as lead on issues related to lead service line replacement.

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 the biological sciences, engineering, physical sciences, resource development, or resource management.

OR

Possession of a bachelor's degree in any major with at least 30 semester (45 term) credits in one or a combination of the following: biochemistry, biology, botany, chemistry, crop and soil science, engineering, environmental health, environmental science, forest management, geology, ecology, meteorology, microbiology, physics, remote sensing, resource development, resource management, toxicology, or zoology.

EXPERIENCE:

Environmental Quality Specialist 13

Four years of professional engineering or scientific experience in an environmental protection or regulatory program equivalent to an Environmental Quality Analyst, including two years equivalent to an Environmental Quality Analyst P11 or one year equivalent to an Environmental Quality Analyst 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate accurately and tactfully with individuals and groups, both verbally and in writing. The LSLRS must meet and work with people at a technical and layman's level. The specialist should have thorough knowledge of service line replacement techniques and familiarity with new technologies available to the water industry, as well as familiarity with applicable portions of the Safe Drinking Water Act. Attendance at special seminars is required as permitted by the Department.

CERTIFICATES, LICENSES, REGISTRATIONS:

Licensed Professional Engineer (PE) or Engineer in Training (EIT) is preferred but not required.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of 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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

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

None

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

HEATHER KREINER

Appointing Authority

3/23/2022

Date

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

Date