

1. Position Code

**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
	Department of 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 9-P11	Materials Management Division
5. Working Title (What the agency calls the position)	11. Section
Environmental Engineer 9-P11	Field Operations
6. Name and Position Code Description of Direct Supervisor	12. Unit
Lawrence Bean, Environmental Manager 14	Lansing District
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Lonnie Lee, State Administrative Manager 15	525 West Allegan, Lansing, MI 48909 80 hours per pay period

14. General Summary of Function/Purpose of Position

This position is responsible for administration of the Solid Waste Management Act pursuant to Part 115 of the Natural Resources and Environmental Protection Act, (NREPA) PA 451. This includes construction permit, operating license and construction quality assurance certification reviews. The position is also responsible for conducting solid waste facility construction inspections, quarterly solid waste facility compliance inspections, evaluating waste pile accumulations, and responding to complaints regarding violations of Part 115. The position provides engineering assistance to other programs coordinated through the unit, e.g., scrap tire pile surveys, dredge spoil disposal, and hazardous waste corrective action construction. The position is also responsible for performing special tasks assigned by the District Supervisor.

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 25% of Time

Perform Quarterly Compliance Inspections of all Part 115 subject facilities. Perform solid waste complaint inspections. Assist other staff as needed in inspections or surveys of solid waste piles, scrap tire sites, dredging projects, hazardous waste corrective action construction and remediation, or other miscellaneous field duties assigned by the District Supervisor.

Individual tasks related to the duty.

- Conduct quarterly compliance inspections according to division procedures on subject Part 115 facilities and document the compliance status in the MMD compliance tracking database.
- Perform engineering evaluations or construction oversight at solid waste piles, scrap tire collection sites, dredge spoil disposal sites, or hazardous waste corrective action construction/remediation sites.
- Prepare compliance communications and or violation notices to all Part 115 facilities that are not in compliance. Coordinate with other department staff regarding other NREPA regulated issues at multi-media facilities.
- Evaluate facility responses to compliance communications and violation notices and determine if actions taken or scheduled actions will bring the facility back into compliance with Part 115 rules and license conditions within a reasonable time frame.
- Upon concurrence with the District Supervisor, prepare escalated enforcement packages on recalcitrant facilities and coordinate efforts with the MMD Enforcement Section and/or other district personnel in other divisions.

Duty 2

General Summary of Duty 2 25% of Time

Verify that construction of permitted solid waste disposal areas were built in accordance with approved plans, specifications, and Construction Quality Assurance (CQA) plans.

Individual tasks related to the duty.

- Review Construction Quality Assurance (CQA) Plans for conformance with requirements of Part 115. Prepare letters approving or denying such CQA plans.
- Conduct construction inspections on an as needed basis to ensure construction conforms to approved plans. Inform owners of deficiencies in construction, as they are discovered, and make recommendations as to how that deficiency may be corrected to comply with the approved construction permit.
- Review Construction Quality Assurance Certification documents and as-built engineering plans for compliance with approved construction permits and plans. Prepare letters approving or denying such CQA Certifications.

Duty 3

General Summary of Duty 3 20% of Time

Process Operating License Reviews for Part 115 facilities, which includes all landfills, solid waste processing facilities, and qualified solid waste transfer facilities.

Individual tasks related to the duty.

- Perform administrative completeness checks of applications and prepare acceptance or denial letters documenting application submittal.
- Review applications for accuracy and obtain necessary corrections from applicants.
- Prepare or update the Fact Sheet on the facility for each application submitted.
- Prepare a Compliance Update Memo for each application submitted.
- Prepare a Draft Operating License for each facility's application.
- Prepare a Decision Memo with recommendations pertaining to issuance or denial of pending Operating Licenses.
- Coordinate information exchanges between applicants and the Solid Waste Program Section.

Duty 4

General Summary of Duty 4 15% of Time

Perform engineering reviews of construction permit applications for new disposal areas, and reviews of construction permit modification requests for existing disposal areas.

Individual tasks related to the duty.

- Conduct engineering reviews of design plans and specifications for proposed new disposal areas for compliance with Part 115 Rule requirements. Make every attempt to achieve the best possible design for protection of the ground water resource, and protection of air quality.
- Conduct engineering reviews of design plan modification requests for existing disposal areas for compliance with Part 115 Rule requirements.
- Prepare deficiency letters or memos identifying problems with proposed plans.
- Prepare documents for public notice of the permit application. Schedule and help run a public hearing if requested.
- Prepare Fact Sheets on proposed facilities for the Solid Waste Program Section.
- Prepare Decision Memos for the proposed construction permits for the Solid Waste Program Section.
- Prepare draft Construction Permits for the Solid Waste Program Section.

Duty 5

General Summary of Duty 5 5% of Time

Conduct hazardous waste evaluations and other projects assigned by the supervisor.

Individual tasks related to the duty.

- Conduct hazardous waste secondary containment area reviews.
- Complete other assignments such as documentation of work completed.

Duty 6

General Summary of Duty 6 5% of Time

Participate on the Solid Waste Program Committee and the Engineering Sub-Committee.

Individual tasks related to the duty.

- Attend and actively participate in all scheduled meetings.
- Promote new ideas, when appropriate, to enhance construction permit and operating license application process efficiency at Solid Waste Committee meetings.
- Promote innovative and proven design and construction methodologies pertaining to solid waste disposal and processing facilities to constantly drive facility improvements for the benefit of the public and environmental protection.

Duty 7

General Summary of Duty 7 5% of Time

Develop and complete a specific annual training program involving advancement of professional and technical skills.

Individual tasks related to the duty.

- Attend all scheduled divisional training programs, e.g., in-service training, and 8-hour hazardous waste recognition refresher training.
- Attend specialized training seminars on landfill and processing plant design and/or operations, e.g., geosynthetic liners, clay liners, soils mechanics, leachate collection systems, composting and recycling of materials, etc., when they become available.
- Apply for and attend when available, specific civil service training and other sources of professional development.

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

- a. Decisions regarding the acceptability of engineering design plans, specifications, construction quality assurance plans and construction certifications submitted for review and approval
- b. Decisions regarding general compliance with operating licenses for Part 115 subject facilities on a quarterly basis and the content of notices to noncompliant facilities, while following division and department procedural guidance.
- c. Decisions regarding the acceptability of responses to violation notices on Part 115 subject facilities.
- d. These decisions help to protect public health, and the environment, and affect the regulated facilities.

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

- a. Decisions regarding escalated enforcement of Part 115 subject facilities, decisions on permits and licenses, and decisions that would be politically complex, substantial, or precedent setting in nature.
- b. Decisions that involve multi-media impacts and civil or criminal enforcement of the NREPA.
- c. Decisions that involve the expenditure of department resources (workforce and monies) to conduct evaluations and project coordination.
- d. Decisions that involve complex worker safety evaluations and use of appropriate monitoring or safety gear.

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.

Most work is in review of engineering plans and reports. The position requires ability to do walk around inspections at NREPA subject facilities. Inspections are performed typically 1 to 3 days per week and involve intermittent exposures to all weather conditions, risks of physical, chemical, and microbiological exposures, and gaseous or fugitive dust emissions from facilities, e.g., methane, and physical hazards present (stairs, steep slopes, excavations, and heavy equipment). The engineer in this position may travel by state vehicle and work independently to inspect properties and facilities per the district's work plan and in response to

citizen complaints or referrals from other divisions and agencies.

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?

The essential functions of this position require engineering skills to: provide reviews of engineering drawings, plans and specifications; to conduct on-site construction inspections at construction sites; to conduct independent quarterly inspections; to participate with other staff in comprehensive inspections; to communicate Department requirements to regulated facilities, both verbally and in writing; to maintain department electronic databases and hard paper files; and to coordinate with other district and central staff about engineering aspects of enforcement cases.

To be successful in this position, the following competencies have been identified as essential: Building Strategic Working Relationships, Continuous Learning, Communication, Decision Making, Technical/Professional Knowledge and Skills, and Planning and Organizing Work.

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

This PD has been prepared to backfill the Lansing solid waste district engineer position that was vacated by the retirement of Steve Blayer. The position duties and responsibilities will change from a senior engineer to an entry level engineer with the backfilling of the position. The PD is set up to allow this position to perform tasks in a learning capacity. This position will still conduct compliance inspections, process operating license reviews, and verify solid waste disposal areas were built in accordance with approved plans. The duties have been broken down into smaller percentages to allow the incumbent to learn all areas of the position and allow growth in each duty.

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

The function of the work area is to ensure compliance with several parts of the Natural Resources and Environmental Protection Act (NREPA). The position has the responsibility for reviewing engineering design and construction requirements under Part 115 of the NREPA. Additional duties may be assigned by the District Supervisor, e.g., assist other staff in mathematical calculations, surveys, or engineering evaluations related to other division programs or policies. Conduct inspections and surveys of waste sites and facilities and recommend innovative solutions to existing problems.

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

EDUCATION:

Bachelor of Science in Engineering, preferably Civil, Environmental, or Biosystems Engineering.

EXPERIENCE:

Two years of equivalent experience to function at the journey level. Experience in solid waste or landfill design or management is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

The position requires an ability to review complex engineering plans and specifications and communicate clearly and effectively with all parties involved. It is also important that the position operate with a high degree of independence and initiative. The position must be adept at effectively negotiating and resolving design and construction problems with owners, consultants, and contractors as questions and conflicts arise during tight construction windows. The position must also stay informed of innovative design methodologies in the waste industry.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid driver's license in the State of Michigan 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.