

Position Code 1. EVIRENGEB14R

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-E 9-P11	Water Resources Division
5. Working Title (What the agency calls the position)	11. Section
Environmental Engineer	Field Operations Section – Lakes Erie and Huron
6. Name and Position Code Description of Direct Supervisor	12. Unit
Charles Bauer, Environmental Manager 14	Bay City District Office-Water Quality Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Cheri Meyer, State Administrative Manager 15	401 Ketchum St., Bay City, MI 48706/ 8:00 a.m.-5:00 p.m., Monday-Friday

14. General Summary of Function/Purpose of Position

This position has compliance and engineering responsibilities intended to assure that the laws and regulations pertaining to water pollution control in the State of Michigan and the programs of the Water Resources Division (WRD) are effectively and uniformly applied to industrial and municipal wastewater discharges in an assigned geographic area of the state (district), in order to protect public health and prevent unlawful pollution of waters of the state.

This position has compliance and engineering responsibilities for the Surface Water Quality Program with regard to both Part 31, Water Resources Protection; and Part 41, Sewerage Systems, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), for the Bay City District Office in assigned counties. The position includes compliance oversight for National Pollutant Discharge Elimination System (NPDES) dischargers, including municipal and industrial facilities, for a defined geographic area.

This position provides engineering assistance to the Nonpoint Source Program and other WRD programs in the Bay City District.

Duty 3

General Summary of Duty 3

% of Time 15

Implement the compliance program in the Bay City District for Part 31. Inspect, monitor, and pursue compliance at facilities with NPDES discharges in an assigned area of the Bay City District.

Individual tasks related to the duty.

- Inspect and evaluate facilities to determine compliance with Part 31 wastewater discharge permits and associated requirements.
- Review Compliance Monitoring Reports.
- Conduct sampling activities at wastewater discharge facilities.
- Meet with facilities and their consultants to discuss improvements to the facility and/or its operation and maintenance that may be necessary to achieve or maintain compliance.
- Pursue appropriate enforcement activities to achieve compliance and refer facilities for escalated enforcement when necessary. Utilize and coordinate with WRD's Water Quality Enforcement Unit staff, Department of Natural Resources' Environmental Conservation Officers, and others as necessary. Participate in court actions and administrative hearings and provide testimony as necessary.
- Review closure plans for facilities.
- Investigate complaints due to NPDES discharges. This may also include sampling activities.
- Meet with developers, governmental officials, and others to discuss proposed wastewater facilities.
- Provide assistance and comments from the compliance and district perspective to the WRD's Permits Section with regard to NPDES discharge applications for new, reissued, or modified discharge applications and permits.
- WRD safety procedures must be followed in all activities.

Duty 4

General Summary of Duty 4

% of Time 5

Serve on statewide committee for engineering.

Individual tasks related to the duty.

- Represent the Bay City District Office on the WRD's District Engineering Committee (DEC). The DEC is a committee consisting of the district environmental engineers from around the state. The DEC recommends policy and design review criteria to be used statewide. The DEC also recommends modifications to the Ten States Standards, the nationwide engineering standards guidance document. Individual tasks related to the committee duties include:
 - Attend committee meetings.
 - Provide comments and participate in program, technical, and engineering discussions.
 - Perform committee assignments, including research as needed.
 - Perform research to become knowledgeable in the latest technologies and perform as DEC expert in specific areas of wastewater collection and treatment. Make recommendations on the applications of specific technologies.

Duty 5

General Summary of Duty 5

% of Time 5

Other duties as assigned.

Individual tasks related to the duty.

- Respond to, investigate, and resolve pollution incidents or citizen complaints reported directly or through the Pollution Emergency Alerting System.
- Perform compliance oversight of NPDES facilities and process Part 41 permits for public facilities discharging to surface waters, as needed and as assigned, to support and backup other district staff and assist in workload adjustment and equalization.
- Special projects, studies, or other duties as assigned by the District Supervisor.
- Maintain Bay City District and WRD databases, engineering files, microfilms, and other records of construction project approvals and modifications.
- Attend available training and conferences as appropriate.
- WRD safety procedures must be followed in all activities.

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

Most decisions are made independently. The person in this position independently evaluates wastewater facilities for compliance, directs improvements or modifications necessary to maintain compliance, and recommends formal enforcement when necessary to achieve compliance.

Decisions are made about the engineering adequacy of wastewater collection, transportation and treatment system construction projects, engineering adequacy of documents required by the facility's discharge permit, and the engineering adequacy of planning documents for wastewater system improvements. Some decisions are made in the field and during pollution emergencies. Decisions affect the communities that own and operate these facilities and/or projects. In reviewing plans and specifications for a wastewater treatment plant construction project, the community may be directed to correct a design deficiency. Correction of the deficiency would result in greater protection of water quality.

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

Matters of significant public concern or potential controversy, matters that impact department or division policy, and situations not well defined by statute, rules, or guidelines are discussed with the supervisor. Where situations are encountered for the first time or are sufficiently complex or sensitive, the District Supervisor's knowledge and experience are needed to formulate a proper response. Matters that may involve litigation or involve statewide consistency with interpretation and enforcement of the NREPA are discussed with the supervisor.

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.

Work involves both office and field working environments including inspection of municipal, agricultural, and industrial facilities. Some sampling may be involved. Must be capable of a full range of physical activity on all types of terrain and under variable weather conditions. Normal driving is required. May be required to respond to emergency situations resulting from natural disasters, spills, and other causes.

Emergency response situations require traveling to the affected site, climbing stream banks, and performing other response activities in a variety of weather conditions, some potentially inclement. During response, the person in this position may be periodically exposed to contaminated soil, water, and/or air. While performing compliance site inspections, the person in this position must walk through facilities, including storage areas. During these inspections, the person in this position is occasionally exposed to wastewater, storm water, and fumes and airborne contaminants from chemical storage or other sources. WRD safety procedures must be followed in all activities. Field work constitutes 25% of the job; office work constitutes 75% of the job. Work involves both office and field working environments. Must be capable of a full range of physical activity on all types of terrain and under variable weather conditions. Normal driving is required.

Physical activities: Standing, sitting, walking, climbing, wading, stooping, digging, kneeling, jumping, and carrying are all done routinely during field investigations. Many field investigations are on undeveloped property. Field work will require walking, wading, and climbing across rough terrain, with thick vegetation and/or other adverse natural conditions.

Conditions/Hazards: Wet, cold, heat, noise, dust, poisonous vegetation, insects and wildlife, wading in water, and working in traffic areas are all encountered when working in the field.

During some types of field work or field responses, the person in this position may walk upon land occupied by either current or historic agricultural, commercial, or industrial activities or through such site types or facilities. During these inspections/responses, the person in this position could be occasionally exposed to wastewater, storm water, fumes, and soil or airborne contaminants from or on the site, or from chemical storage or processes on the site, or other sources. WRD safety procedures must be followed in all activities.

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

Yes.

22. What are the essential functions of this position?

To conduct comprehensive compliance oversight of wastewater discharge facilities within the Bay City District, including classification of wastewater facilities, surveillance, inspection, monitoring, technical assistance, and enforcement as necessary. Assure that the laws and regulations of the state and programs of the WRD are effectively and uniformly applied, particularly involving compliance engineering review (Part 41) responsibilities in the district for public wastewater facilities, in order to protect the public health and prevent unlawful pollution of waters of the state.

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

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

The Bay City District Office-Water Quality Unit administers several WRD programs, including construction permit issuances, compliance inspections, treatment process evaluations, State Revolving Fund Loan Program project approvals for collection system and treatment plant construction, complaint and spill emergency response, initiation of enforcement action, and public outreach. This position is responsible for overseeing the Part 41 Program and conducting NPDES permit compliance in assigned counties of the district. The position routinely makes final decisions on compliance activities, construction permit issuance, change order approvals, the applicability of general permits for discharges, directs operational and construction improvements at industrial and public treatment plants, and approves innovative treatment technology. This position provides engineering review of industrial and municipal wastewater projects.

25. 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:

No specific type or amount is required for the 9 level. One year of professional environmental engineering experience in the protection and improvement of land and water resources, occupational health, or air quality equivalent to an Environmental Engineer 9 is required for the 10 level. Two years of professional environmental engineering experience in the protection and improvement of land and water resources, occupational health, or air quality equivalent to an Environmental Engineer, including one year equivalent to Environmental Engineer 10 is required for the 11 level.

KNOWLEDGE, SKILLS, AND ABILITIES:

An understanding of the wastewater programs identified in this position description. Must have the ability to communicate accurately and tactfully with individuals and groups verbally and in writing to other agency staff, plant operators, and citizenry. Computer skills are necessary. Knowledge of environmental engineering applied to wastewater collection and treatment systems. Employee must have a good working knowledge of water pollution control laws, design criteria, State Revolving Fund procedures, and water quality regulations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan driver's license is preferred.
The ability to obtain and maintain a Professional Engineer's license in Michigan is highly desirable.

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.