

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> ENVIRON, GREAT LAKES & ENERGY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Aquatic Biologist-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Aquatic Biologist	<b>11. Section</b> Great Lakes Watersheds Assessment, Restoration, and Management Section
<b>6. Name and Position Code Description of Direct Supervisor</b> SCHOEN, LEE; ENVIRONMENTAL MANAGER-3	<b>12. Unit</b> Sediment and Aquatic Invasive Species Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b> KOHLHEPP, GARY W; STATE ADMINISTRATIVE MANAGER-1	<b>13. Work Location (City and Address)/Hours of Work</b> 525 West Allegan Street, Lansing, Michigan 48933 / 8:00 a.m.-5:00 p.m., Monday-Friday
<b>14. General Summary of Function/Purpose of Position</b> Provide ecological review and technical support for navigational, recreational, and remedial dredging projects, dam removal projects, and other infrastructure related projects impacting sediments within lakes, rivers, and streams. Design and conduct biological and chemical investigations on lake and stream systems to evaluate water quality and assess environmental impacts associated with various nonpoint sources, and other sources of pollution. Provide support to GLWARMS, as assigned.	

**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: 40**

Provide ecological review and technical support for navigational, recreational, and remedial dredging projects, dam removal projects, and other infrastructure related projects impacting sediments within lakes, rivers, and streams.

**Individual tasks related to the duty:**

- Review and design sediment sampling work plans to ensure data is consistent with data quality objectives, permitting requirements, and departmental policies and procedures.
- Evaluate sediment quality to ensure protection of water quality under the authority of Part 4 Rules (Michigan's Water Quality Standards) under the authority of Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA).
- Present findings, discuss results, and generate interagency correspondence with federal, state, and local partners.
- Attend professional meetings and develop professional relationships with federal, state, and local project stakeholders.
- Support sediment sampling and data collection and analysis efforts related to GLWARMS monitoring efforts.
- Participate in the review and analysis of novel and emerging pollutants within sediment, including, Per- and polyfluoroalkyl substances (PFAS).
- Assist SAISU staff with other sediment projects, as necessary, to protect environmental and public health.

**Duty 2**

**General Summary:**

**Percentage: 35**

Design and conduct biological and chemical investigations on lake and stream systems to evaluate water quality and assess environmental impacts associated with various nonpoint sources, and other sources of pollution.

**Individual tasks related to the duty:**

- Develop study plans and Quality Assurance Project Plans to investigate biological and chemical conditions.
- Conduct water quality monitoring using qualitative and quantitative tools to assess the benthic macroinvertebrate and fish communities, aquatic habitat, water and sediment chemical characteristics, and fish contaminants.
- Serve as the lead watershed biologist for the Saginaw River, Cherry River, Pigeon River, Au Gres River, and Tawas River watersheds.
- Analyze results and prepare reports.
- Assist in contaminant source-tracking investigations.
- Provide technical support for water resource protection and restoration programs, site remediation programs, and various department enforcement actions.
- Communicate findings to internal staff, other state agencies, federal agencies, and the public as appropriate.

**Duty 3**

**General Summary:**

**Percentage: 25**

Provide support to GLWARMS, as assigned.

**Individual tasks related to the duty:**

- Participate in water quality monitoring for various GLWARMS projects, including Aquatic Invasive Species (AIS), and other water quality monitoring and protection activities within the section.
- Provide peer reviews of technical work.
- Respond to public inquiries on water quality issues.
- Serve as a project administrator on grants, contracts, agreements, and awards as needed.
- Participate in development of monitoring programs, including new tools and procedures.

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

This is an entry level position, and all work is reviewed by the supervisor until the biologist demonstrates proficiency. However, the entry level biologist is expected to submit high quality, approvable work products to the supervisor, including water quality monitoring plans, reports, and general correspondence. These work products can affect water quality, determinations of whether the water body meets water quality standards, and the effectiveness of water quality protection and restoration programs.

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

The supervisor reviews all work products of an entry level biologist until the biologist demonstrates proficiency

**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.**

Occasional lifting of heavy (up to 100 pounds) equipment and wading are required periodically during the field season. Working in waders under hot sun and rainy weather for 6-8 hours per day. Minimal exposure (less than 1 hour per day) to sample preservation chemicals. Sitting for long periods of time at a desk and using a computer.

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"/> 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?

Review sediment quality data, and provide technical support on navigational, recreational, and remedial dredging projects, dam removal projects, and other sediment-related critical infrastructure projects on lakes, rivers, and streams to ensure protection of water quality. Design and conduct biological and chemical studies on lake and stream ecosystems to meet water quality programs and goals. Serve as the lead watershed biologist for the Saginaw River, Cherry River, Pigeon River, Au Gres River, and Tawas River. Provide field support to GLWARMS for various water quality monitoring activities and projects.

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?

A primary function of the SAISU is to coordinate the WRD's contaminated sediment program. The contaminated sediment program involves providing monitoring and other technical support to the aquatic resource protection and restoration for watersheds located throughout Michigan. This restructured unit also provides technical expertise and project management related to restoring aquatic sites impacted by contaminated sediments. The unit also coordinates WRD's Aquatic Invasive Species (AIS) Program, and designs water quality monitoring studies to assess the impacts of pollutants, habitat changes, and restoration activities, on aquatic life, wildlife, and public health.

This position plays a critical role in the sediment program and provides providing monitoring and other technical support to the aquatic resource protection and restoration for watersheds located throughout Michigan.

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 natural or physical sciences with at least 24 semester (36 term) credits in one or a combination of the following: aquatic biology, aquatic entomology, environmental science, environmental toxicology, fisheries biology, hydrology, limnology, statistics, water science or wetland ecology.

**EXPERIENCE:**

**Aquatic Biologist 9**

No specific type or amount is required.

**Aquatic Biologist 10**

One year of professional experience in assessing the effects of pollution on aquatic life equivalent to an Aquatic Biologist 9.

**Aquatic Biologist P11**

Two years of professional experience in assessing the effects of pollution on aquatic life equivalent to an Aquatic Biologist, including one year equivalent to an Aquatic Biologist 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

This position requires a thorough knowledge of aquatic biology principles, including organism identification, their importance, distribution, habitat requirements, and stressors; monitoring study design; analysis and interpretation of data; and field monitoring techniques. This position requires strong communication skills, including the ability to write high quality correspondence and technical reports, and give high quality oral presentations; and the ability to maintain positive working relationships with co-workers and the public.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license is preferred.

**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.***

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
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