

Position Code

1.

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 Quality Analyst-E 9-P11	Water Resources Division
5. Working Title (What the agency calls the position)	11. Section
Environmental Quality Analyst	Field Operations Section – Water Quality
6. Name and Position Code Description of Direct Supervisor	12. Unit
Melinda Steffler, Environmental Manager 14	Warren District Office-Industrial and Storm Water 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	27700 Donald Court, Warren, MI 48092 8:00 a.m.-5:00 p.m., Monday-Friday

14. General Summary of Function/Purpose of Position

This position implements portions of programs that fulfill the statutory responsibilities of the Department of Environment, Great Lakes, and Energy's (EGLE) Water Resources Division (WRD) to protect human health and prevent unlawful pollution of the surface waters of the state. Specific functions of this position include National Pollutant Discharge Elimination System (NPDES) and Industrial Storm Water compliance and enforcement activities; investigating environmental pollution incidents to determine the cause of the problem and those responsible; responding to spill emergencies and complaints on NPDES permitted facilities; and providing assistance in addressing district issues and information requests, as needed or requested.

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 70

Implement NPDES and Industrial Storm Water compliance and enforcement activities for assigned facilities.

Individual tasks related to the duty.

- Evaluate compliance of assigned facilities with applicable regulations, notices, orders, and issued permits.
- Create and implement an annual inspection plan for assigned NPDES and Industrial Storm Water permitted facilities.
- Perform compliance evaluations within the required timeframes. This duty may include sampling inspections.
- Generate and transmit inspection reports and letters to facilities per the current FOS Work Plan.
- Review and/or approve various submittals related to permit and enforcement requirements.
- Review occurrences of noncompliance and resolve compliance issues through the use of various approaches. Personal contact, regular correspondence, compliance communications, violation notices, or enforcement referrals may be utilized as the situation dictates.
- Provide excellent customer service to facility operators, managers, and consultants to help minimize instances of noncompliance.
- Pursue enforcement remedies to ensure compliance, when necessary.
- Review and evaluate permit applications and other submittals for issuances, modifications, terminations, and monitoring frequency reduction requests, and (if applicable) provide comments.
- Enter inspection and facility documentation into the MiEnviro database.
- Investigate and gather information for escalated enforcement cases with direction and supervision for Escalated Enforcement Review Team (EERT) review.
- Present information with supervision at EERT meetings.
- Attend program committee meetings as assigned and complete committee assignments as appropriate.

Duty 2

General Summary of Duty 2

% of Time 20

Conduct complaint and emergency response activities.

Individual tasks related to the duty.

- Respond to citizen complaints and pollution incidents such as transportation accident spills, sewage overflows, animal waste incidents, and illegal dumping of waste.
- Respond to emergencies with other district staff as warranted to provide technical support, oversight, and direction. Contact with the media; concerned citizens; and various local, state, and federal authorities may be required.
- Direct action as necessary to contain materials and clean up impacted areas; obtain the services of contractors for cleanup if required; and coordinate emergency response activities with other EGLE divisions, Michigan Department of Natural Resources, U.S. Environmental Protection Agency, and other state and local agencies.
- Sample, investigate, and document incidents for possible enforcement action.
- Responses are made on a 24-hour availability basis.

Duty 3

General Summary of Duty 3

% of Time 10

Other duties as assigned.

Individual tasks related to the duty.

- Attend administrative meetings, workshops, seminars, webinars, and training sessions as appropriate.
- Maintain files and databases in a timely manner per the WRD strategic plan.
- Follow the district Standard Operating Procedures and/or department/division policy regarding office protocol (maintaining calendars, submitting timesheets, submitting travel expense reimbursements, filing procedures, phone calls/greetings, email, etc.).
- Provide information to the public and others. Inquiries come directly to the district office or through department channels from citizens, citizen groups, other governmental agencies, industrial and municipal officials, or news media concerning

water quality issues. Many of these inquiries must be treated as requests under the Freedom of Information Act. These must be answered as soon and completely as possible.

- Provide excellent customer service. Communicate with the general public in various capacities. Fulfill a wide range of requests from general program requirements to providing certified operating materials.

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

This position requires that independent decisions be made regarding the compliance status of facilities during inspections and review of documents submitted pursuant to permit requirements. These reviews must be completed using the best professional judgment. Decisions in the field during pollution emergencies are also made independently and based upon best professional judgement. Government officials, facility staff, other agencies, and the public are all affected by these decisions to varying degrees.

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

Permitting decisions, such as facility classifications or terminations require a supervisor review. Annual evaluation plans are also reviewed and approved by the District Supervisor. Compliance and enforcement actions requiring the issuance of a violation notice or higher also require review. Additionally, the District Supervisor should be consulted when a decision has the potential to be controversial, generates public or media interest, and/or involves unfamiliar department or division policies.

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.

While performing compliance inspections or emergency response; travel to the site; walking through industrial facilities; working in close proximity to heavy equipment; and occasional exposure to chemicals, municipal and agricultural wastewater, contaminated storm water, soil, airborne contaminants, and fumes. Weather conditions may be wet, snowy, cold, hot, or humid. May require navigation of uneven terrain, wet or slippery surfaces, thick vegetation, or steep slopes.

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):

☐ Complete and sign service ratings.

☐ Provide formal written counseling.

☐ Approve leave requests.

☐ Approve time and attendance.

☐ Orally reprimand.

☐ Assign work.

☐ Approve work.

☐ Review work.

☐ Provide guidance on work methods.

☐ 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?

Conduct portions of the surface water pollution control program designed to protect the public health, safety, and welfare, and to protect and enhance the quality of the surface waters of Michigan. This is a professional position primarily responsible for the effective and uniform application of regulation of assigned industrial wastewater and storm water discharges in the district. Specific duties include NPDES and Industrial Storm Water permit compliance and enforcement, including facility inspection; emergency spill response and complaint response regarding surface water contamination; information dissemination; and special projects.

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

New position.

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

The function of the WRD's Warren District Office is to be the field presence implementing surface water pollution control activities. This includes regulating industrial point source and nonpoint source discharges to assure protection of the public health and protection and enhancement of surface water quality within the district. This position is an integral member of the team providing services in the district. This position assures compliance with the laws, through technical reviews of required submittals, inspection of facilities, response to emergencies and complaints, and education by communicating with local governments, citizens, industries, and the news media.

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 the biological sciences, engineering, environmental studies and sustainability, 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, environmental studies and sustainability, forest management, geology, ecology, meteorology, microbiology, physics, remote sensing, resource development, resource management, toxicology, or zoology.

EXPERIENCE:

Environmental Quality Analyst 9

No specific type or amount is required.

Environmental Quality Analyst 10

One year of professional experience equivalent to an Environmental Quality Analyst 9.

Environmental Quality Analyst P11

Two years of professional experience equivalent to an Environmental Quality Analyst including one year equivalent to an Environmental Quality Analyst 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

This position will develop knowledge of environmental pollution sources, industrial discharges, and state and federal pollution control laws and regulations. This position will become skilled in inspection, sampling, and emergency response procedures and techniques; and should have the ability to communicate well, both verbally and in writing.

CERTIFICATES, LICENSES, REGISTRATIONS:

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.