

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
Vacant	Environment, Great Lakes & Energy
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
N/A	
4.Civil Service Position Code Description	10.Division
Environmental Engineer-E	Air Quality
5.Working Title (What the agency calls the position)	11.Section
Environmental Engineer 9 – P11	Permits
6.Name and Position Code Description of Direct Supervisor	12.Unit
Tracey McDonald; Environmental Manager-3	Public Involvement and Permitting Unit
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Cindy Smith, State Administrative Manager-1	Constitution Hall, Lansing, 8-5 Monday through Friday or as approved by management

14. General Summary of Function/Purpose of Position

The Air Quality Division (AQD) Permit Section conducts engineering review and evaluation of Air Use Permit to Install applications to determine compliance with state and federal requirements. This position is responsible for reviewing and writing/drafting air use permit to install applications received that involve a standard review including the following factors: minimal pollutants, less equipment, lower emissions, single-step engineer calculations, subject to less regulations and, when possible, involve low public controversy. This position completes a standard engineering review/evaluation of permit applications received by the Division and drafts/writes permits for issuance by the section manager. This position will also assist in the creation of public involvement materials focused on the permitting process, procedures for the creation and updating of these documents and assist fellow staff with similar efforts. The position will also aid other Section staff in the development of public comment documents and public hearing presentations.

**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 50**

Review and write air use permits received by the AQD that involve a standard review including the following factors: a minimal number of pollutants, less equipment, lower emissions, single-step engineer calculations, subject to minimal regulations, and involve low public controversy.

Individual tasks related to the duty.

- Complete standard engineering evaluation/review of plans, specifications and technical data.
- Write air use permits to install, including permit conditions to establish control limitations and terms of proper operation of pollution control equipment to ensure compliance with rules and regulations.
- Review and solve single-step engineer calculations.
- Discuss permit conditions with permit applicants and their representatives.
- Write reports of permit reviews and evaluations for use by management in making final decisions regarding permit applications.
- Review applications to determine compliance with all applicable State and federal air quality related rules and regulations.

Duty 2

General Summary of Duty 2 **% of Time 25**

Assist AQD staff in the creation of public involvement materials for controversial or high interest permit actions

Individual tasks related to the duty.

- Assist AQD permit staff in the preparation of documents for public dissemination. Such documents may include Proposed Project Summaries, Technical Fact Sheets, Interested Party Letters, Approval Letters, Response to Comments Documents, Frequently Asked Question Documents, Press Releases, Department Calendar Notices, and Information for Posting on AQD's Website.
- Prepare documents for public meetings. Such documents may include handouts, frequently asked questions documents, and presentations.
- Answer questions from stakeholders, EGLE and AQD staff about controversial and/or high interest permit actions.
- Create materials to communicate scientific and engineering assessments, analyses, and interpretations of air pollution related data, related to air use permit applications.

Duty 3

General Summary of Duty 3 **% of Time 10**

Create, Maintain, and update public involvement materials and procedures

Individual tasks related to the duty.

- Create public involvement related templates and procedures.
- Maintain/update public involvement related template documents and procedures.
- Assess effectiveness of existing public outreach materials and modify as needed for improved effectiveness.
- Provide guidance, training, and information to other Permit Section staff on matters related to the public participation process.

Duty 4

General Summary of Duty 4

% of Time 10

Participate in public meetings, public hearings, and other stakeholder outreach. Seek additional opportunities for increased outreach to effected communities.

Individual tasks related to the duty.

- Participate in public meetings and public hearings as requested.
- Answer general questions at public meetings regarding AQD actions.
- Participate in community outreach meetings.
- Be a part of external workgroups related to the public participation process.

Duty 5

General Summary of Duty 5

% of Time 5

Other duties as assigned by management.

Individual tasks related to the duty.

- Permit program related and other engineering related work as assigned by Section and Division Management.
- Continuing education (training, classes, etc.) as appropriate.

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

The person in this position makes decisions that are consistent with approved EGLE and AQD guidelines and policies that are not precedent setting. They will also make engineering decisions regarding air pollution sources and control systems and their ability to comply with state and federal regulations as well as how to communicate those decisions to the public. The person in this position makes decisions regarding the review/evaluation and writing of air use permits involving a standard review and materials created to assist the public with understanding of the process. Decisions are also made on format and content of outreach materials, presentations, briefings, and the presentation of data. The regulated community, the public, permit applicants, EGLE and AQD staff are affected by these decisions.

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

Supervisor review is necessary for decisions on issuance of air use permits and public outreach materials that have been reviewed and written by the Environmental Engineer-E, decisions that involve issues for which there are no EGLE or AQD guidelines or decisions that may set a precedent. Also, review is needed on decisions on new regulation and policy, and the evaluation of programs to help formulate policy recommendations which have health and economic impacts for citizens and businesses in the state or have significant political ramifications. Finally, decisions made on any correspondence drafted for signature of Division Director, Department Director, or Governor will need supervisory review.

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.

The job requires the normal physical activities encountered in an office environment, such as sitting, walking, bending, reaching, stooping, and standing on a daily basis. Carrying, kneeling and balancing are required on an occasional basis.

Occasionally, the job may involve visiting air pollution sources across the state that may result in exposure to an environment which may include hot or cold temperatures, noise, dust, smoke, fumes, and odors, requiring safety and protective equipment. The position may require attendance of public meetings. There is also exposure to typical office conditions such as toner in copiers, computer glare, etc.

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.

	<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?

This position is responsible for reviewing and writing/drafting air use permit to install applications received that involve a standard review including the following factors: minimal pollutants, less equipment, lower emissions, single-step engineer calculations, subject to less regulations and involve low public controversy. This position completes a standard engineering review/evaluation of permit applications received by the Division and drafts/writes permits for issuance by section manager. In addition, the position is responsible for the development, creation and improvement of public outreach materials and the drafting of those materials for the Section.

To be successful in this position, the following competencies have been identified as essential: communication, continuous learning, contributing to team success, customer focus, decision-making, initiating action, planning and organizing work, technical/professional knowledge, and work standards. Attention to detail is very important.

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

The Permit Section of the Air Quality Division is responsible for the engineering review and approval of Air Use Permits to Install in Michigan, along with providing technical advice to staff of the Division.

This position completes a standard engineering review/evaluation of permit applications received by the Division and drafts/writes permit for issuance by the section manager. In addition, the position is responsible for the development, creation and improvement of public outreach materials and the drafting of those materials for the Section.

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 engineering.

EXPERIENCE:

Environmental Engineer 9: No specific type or amount is required.

Environmental Engineer 10: 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.

Environmental Engineer P11: 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

The position requires knowledge of applicable rules and regulations and necessary engineering designs, excellent organization, strong analytical reasoning, the ability to interpret technical and legal information, and an ability to communicate clearly and concisely to both technical and non-technical audiences.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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.