

Position Code 1. EVIRENGEA93R

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 Environmental Engineer-E 9-P11	10. Division Water Resources Division
5. Working Title (What the agency calls the position) Environmental Engineer	11. Section Permits Section
6. Name and Position Code Description of Direct Supervisor Matt Staron, Engineer Manager Licensed 14	12. Unit Municipal Permits Unit
7. Name and Position Code Description of Second Level Supervisor Christine Alexander, State Administrative Manager 15	13. Work Location (City and Address)/Hours of Work 525 West Allegan Street, Lansing, MI 48933/ 8:00 a.m.-5:00 p.m., Monday- Friday

14. General Summary of Function/Purpose of Position

The primary purpose of this position is to apply engineering principles and calculation techniques in developing National Pollutant Discharge Elimination System (NPDES) permits for facilities that discharge treated wastewater to surface waters of the state. This position is responsible for evaluating industrial and municipal treatment systems at facilities and determining treatment technology-based effluent limitations (TTBEL) at facilities where water quality-based effluent limitations are not available, and to provide testimony or defense of these TTBELs. This position is also responsible for developing NPDES permits as assigned. Duties require interaction with other divisions; local, state, and federal agencies; industry representatives; and the general public.

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 45

In accordance with the provisions of the federal Water Pollution Control Act; Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA); and Part 41, Sewerage Systems, of the NREPA, develop NPDES permits for the discharges to surface waters of the state.

Individual tasks related to the duty.

- Coordinate appropriate reviews of the permit application with other sections in the division.
- Research information pertaining to the discharger and the receiving water including topographic maps, flow data, discharge monitoring reports, permit applications, and other material pertinent to permit development.
- Utilize engineering judgement, determine appropriate final effluent limitations, monitoring requirements, and special conditions that will be incorporated into the draft permit.
- Prepare draft permits, fact sheets, and public notices that are published in accordance with the Part 21 Rules, Wastewater Discharge Permits, promulgated under Part 31 of the NREPA.
- Coordinate and participate in public meetings and hearings.
- Respond to comments received during the public comment period.
- Prepare and defend a permit reissuance recommendation for the “decision-maker,” which includes a proposed permit action, public notice, fact sheet, copies of any significant comment letters and staff responses, summaries of any public meetings or hearings, a proposed permit, and any other relevant documents.
- Understand and interpret permits developed by others in the unit.
- Interact and communicate effectively with the media, governmental officials, local citizens, permittees, environmental groups, and other stakeholders.
- Develop a thorough knowledge of applicable federal and state laws, rules, standards, procedures, and policies.
- Utilize excellent communication skills, including participation in divisional work groups and presentations at unit/section/division sponsored meetings.

Duty 2

General Summary of Duty 2 % of Time 35

Provide technical assistance to the unit and/or section on water pollution control activities.

Individual tasks related to the duty.

- Keep abreast of the latest technology and information on wastewater treatment processes.
- Provide technical engineering support to the section on presentations, graph development, and report writing.
- Conduct information searches, review reports, and summarize the results for individuals within the section.

Duty 3

General Summary of Duty 3 % of Time 20

Perform other unit activities and functions as needed.

Individual tasks related to the duty.

- Develop changes to standardized permit language.
- Contribute to the development of permitting concepts for new initiatives such as general permits and emerging topics in wastewater treatment.
- Assist and/or develop section procedures, as needed.
- Track permit processing actions.

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 unit supervisor until the engineer demonstrates proficiency. However, the entry level engineer is expected to submit high quality, approvable work products to the unit supervisor, including draft NPDES permits that include water quality-based effluent limits or federal categorical guidance limitations. These decisions will impact what limitations or requirements will be included in permits. Persons affected include municipalities and industries discharging wastewater and the general public, which is affected by water quality.

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

The unit supervisor reviews all work products of an entry level engineer until the employee demonstrates proficiency.

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.

This position requires travel for field visits at permitted facilities, public meetings and hearings, occasional presentations, and conferences with other state and federal government officials. Normal ability to drive and travel, and to walk on uneven ground is required. Must have the physical ability to handle ordinary business tools; i.e., telephones, computers, large files, 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. (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 process and prepare for issuance, NPDES discharge permits, including permits that require public hearings and contested case hearings, and to provide support to division staff in discussing and defending permitting decisions.

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?

To process applications for surface water discharge permits and prepare recommendations for issuance or denial. When recommending a permit for issuance, the proposed permit must contain all conditions needed to protect the receiving waters and comply with federal and state laws. When recommending denial of an application, the supporting documents must contain specific detailed reasons and be based on state and/or federal rules for the denial.

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:

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:

This position requires knowledge and understanding of water pollution control activities and technologies related to the permit program and the ability to exercise independent judgment in carrying out assigned tasks. This position requires strong communication skills, including the ability to maintain positive working relationships with coworkers and the public.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid Michigan 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.