

Position Code

1. EQALTEC75R

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
NPDES Permit Writer	Permits Section
6. Name and Position Code Description of Direct Supervisor	12. Unit
Tarek Buckmaster, Environmental Manager 14	Industrial Permits Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Christine Alexander, State Administrative Manager 15	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

This position is responsible for reviewing, writing/developing, and recommending issuance and/or denial of National Pollutant Discharge Elimination System (NPDES) wastewater discharge permits for basic facilities (i.e., gravel pits, fish farms, groundwater cleanup, potable water, and noncontact cooling water plants) that discharge a minimal number of pollutants to the surface waters of the state and involve a standard review. Basic facilities involve low environmental impact, limited negotiation for permit conditions, few stakeholders, and have established regulations and uniform standards. These wastewater permits authorize and regulate the discharges as required by federal and state law.

The Water Resources Division (WRD) administers the NPDES Program regulating discharges of wastewater into surface waters of the State of Michigan.

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 75

Review, write/develop, and recommend issuance and/or denial of NPDES wastewater discharge permits for basic facilities (i.e., gravel pits, fish farms, groundwater cleanup, potable water and noncontact cooling water plants) that discharge a minimal number of pollutants to the surface waters of the state and involve a standard review.

Individual tasks related to the duty.

- Review and evaluate NPDES wastewater discharge permit applications received from facilities discharging a minimal number of pollutants such as gravel pits, fish farms, groundwater cleanup, potable water, and noncontact cooling water plants.
- Conduct standard review of effluent limitations, monitoring requirements and conditions that will be incorporated into draft permits.
- Review and interpret established regulations.
- Conduct limited negotiation of permit conditions and standards with permit applicants.
- Write/develop basic NPDES wastewater discharge permits.
- Provide input on response to comments received during the public comment period.
- Recommend issuance or denial of NPDES wastewater discharge permits for basic facilities to Section Manager.

Duty 2

General Summary of Duty 2

% of Time 15

Participate in public meetings.

Individual tasks related to the duty.

- Prepare documents for public meetings.
- Answer general questions at public meetings regarding a permit.

Duty 3

General Summary of Duty 3

% of Time 10

Perform other duties as assigned.

Individual tasks related to the duty.

- Provide input regarding changes to standardized permit language.
- Contribute to the development of permitting concepts for new initiatives such as general permits and emerging topics in surface water such as wet weather.
- Track permit processing actions.
- Provide input in the development of section procedures, as needed.

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

This position is expected to review/evaluate assigned permit applications with the objective of recommending issuance or denial of a permit. The position is responsible for determining if the permit application complies with applicable regulatory requirements. The position ensures the permits contain the federal categorical standard-based requirements. Persons affected include municipalities and industries discharging wastewater, and the general public who is affected by water quality.

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

Issuance of wastewater discharge permits that have been reviewed and written by the Environmental Quality Analyst-E. Decisions that have the potential to set policy and/or precedent.

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 governmental 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):

☐ 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?

To process and prepare for issuance NPDES discharge permits, including permits that require public hearings and contested case hearings, and 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.

No change.

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

The WRD's Permits Section administers the NPDES Program regulating dischargers of wastewater into surface waters of the State of Michigan. This position reviews, writes/develops, and recommends the issuance and/or denial of NPDES wastewater discharge permits for basic facilities (i.e., gravel pits, fish farms, groundwater cleanup, potable water and noncontact cooling water plants) that discharge a minimal number of pollutants to the surface waters of the state and involve a standard review.

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: <u>Environmental Quality Analyst 9</u> No specific type or amount is required. <u>Environmental Quality Analyst 10</u> One year of professional experience equivalent to an Environmental Quality Analyst 9. <u>Environmental Quality Analyst P11</u> 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 requires knowledge and understanding of water pollution control activities related to the permit program and the ability to exercise independent judgment carrying out assigned tasks. This position requires strong communication skills, including the ability to maintain positive working relationships with coworkers and the public. Knowledge of applicable federal and state laws, rules, standards, procedures, and policies.	
CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license is preferred.	
<i>NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.</i>	
<i>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.</i>	
_____ <div style="text-align: center;">Supervisor's Signature</div>	_____ <div style="text-align: center;">Date</div>
TO BE FILLED OUT BY APPOINTING AUTHORITY	
Indicate any exceptions or additions to statements of the employee(s) or supervisors.	
<i>I certify that the entries on these pages are accurate and complete.</i>	
_____ <div style="text-align: center;">Appointing Authority Signature</div>	_____ <div style="text-align: center;">Date</div>

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.