

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 – Lakes Erie and Huron
6. Name and Position Code Description of Direct Supervisor	12. Unit
Charles Bauer, Environmental Manager 14	Bay City District Office – Water Quality 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	401 Ketchum Street, Bay City, MI 48708/ 8:00 a.m.-5:00 p.m., Monday-Friday

14. General Summary of Function/Purpose of Position

This position administers the Biosolids Program in assigned areas in the Bay City and Gaylord Districts in accordance with Michigan's Part 24 Rules, Land Application of Biosolids, promulgated under Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA); and the Federal Standards for the Use of Disposal of Sewage Sludge, Title 40 of the Code of Federal Regulations (CFR), Part 503. Responsibilities and activities include: (a) provide compliance oversight for all biosolids generating treatment facilities as assigned; (b) provide technical assistance to the facilities to ensure compliance with all aspects of the appropriate program area; (c) initiate and follow up on enforcement activities as necessary to return assigned facilities to compliance; (d) serve as the district representative for the Water Resources Division's (WRD) statewide Biosolids Committee, thereby contributing to establishing a uniform statewide approach to inspections and procedures; and (e) serve as the district resource for lagoon closure requirements and biosolids activities. This position administers the National Pollutant Discharge Elimination System (NPDES) compliance and enforcement activities for municipal and industrial wastewater treatment facilities in assigned areas in the Bay City District. This position also responds to spill emergencies and investigates complaints.

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

Administer the Biosolids Program for assigned areas in the Bay City and Gaylord Districts.

Individual tasks related to the duty.

- Provide facility oversight to determine compliance with applicable local, state, and federal Biosolids Program requirements for each biosolids land application facility regulated within an assigned geographic area.
- Inspect and evaluate municipal, commercial, and industrial wastewater and solids handling operations and procedures to determine compliance with the Part 24 Rules and 40 CFR, Part 503. Review agronomic application data in annual reports and during facility inspections. Review application practices during site inspections. Review pathogen reduction and vector attraction reduction processes.
- Conduct technical reviews for approval of facilities' Residual Management Plan (RMP) submittals and modification requests for compliance with the Part 24 Rules and 40 CFR, Part 503.
- Conduct compliance inspections in accordance with Field Operations Section annual work plan and the annual compliance monitoring strategy.
- Review and inspect new sites for land application.
- Sample biosolids at facilities and/or fields to determine compliance with program requirements. Evaluate and interpret biological, organic, and inorganic analytical data with respect to program requirements.
- Coordinate inspection findings, permit recommendations, and response strategies with appropriate NPDES Program and Industrial Pretreatment Program staff.
- Oversee and coordinate lagoon closures with appropriate programs.
- Serve as the district representative on the WRD's Biosolids Committee and participate in statewide Biosolids Program policy development initiatives as necessary.
- Resolve compliance problems through the use of various approaches. Personal contact, regular correspondence, notice letters, district compliance agreements, notices of noncompliance, or enforcement referrals may be utilized as the situation dictates. Preparation of noncompliance documentation may be required for certain enforcement actions. Assist enforcement staff when referrals become enforcement cases. Certain enforcement cases or third-party lawsuits may require the staff member to act as an expert witness or be subpoenaed for testimony.
- All of these activities require competency in the use of the WRD's MiEnviro database.

Duty 2

General Summary of Duty 2

% of Time 40

Administer the NPDES Program for assigned areas in the Bay City District.

Individual tasks related to the duty.

- Evaluate compliance of industrial and municipal facilities with applicable regulations, notices, orders, and NPDES permits.
- Authorize discharges from lagoon facilities based on a review of the weather, in-stream conditions, and sampling data provided by the permittee.
- Perform compliance evaluation and sampling inspections of treatment facilities and review monthly Discharge Monitoring Reports (DMR).
- Review and provide comments on permit applications; and recommend permit conditions to address the unique conditions at the facility to insure their compliance with appropriate regulations.
- Provide guidance and assistance to the public and regulated community.
- Evaluate the effectiveness of treatment facility operation and maintenance practices and laboratory Quality Assurance/Quality Control Programs. Generate inspection reports and transmit to the facility. Track schedules and report inspection activity. Review and/or approve various submittals such as Short-Term Waste Characterizations Studies, Pollution Incident Prevention Plans, or Operation and Maintenance Manuals.
- Resolve compliance problems through the use of various approaches. Personal contact, regular correspondence, notice letters, district compliance agreements, notices of noncompliance, or enforcement referrals may be utilized as the situation dictates. Preparation of noncompliance documentation may be required for certain enforcement actions. Assist enforcement staff when referrals become enforcement cases. Certain enforcement cases or third-party lawsuits may require the staff member to act as an expert witness or be subpoenaed for testimony.

Duty 3

General Summary of Duty 3

% of Time 10

Participate in special projects and perform other district duties as assigned by the District Supervisor. The tasks of this duty may vary depending on division goals and public concerns.

Individual tasks related to the duty.

- Receive after-hours water quality related pollution emergency calls and recommend appropriate courses of action to local responders.
- Respond to significant water quality related pollution emergencies as authorized by the District Supervisor.
- Respond to complaint calls related to water quality issues as assigned.
- Attend training sessions and workshops.
- Attend administrative meetings.
- Provide backup support for other division programs and activities.
- Other duties as assigned.

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

Compliance decisions that affect facilities and municipalities, as well as the water quality in surface waters of the state. Conducts inspections and uses appropriate discretion while determining compliance with NPDES permit and/or violations of Part 31. Assess compliance with federal, state, and local Biosolids Program requirements. Review of biosolids plans, programs, and other documents requires using best professional judgment to determine whether or not the submittal is adequate/acceptable. Government officials, city and municipal users, 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.

Decisions involving deviation from Department of Environment, Great Lakes, and Energy (EGLE) or WRD general procedures. Decisions that are likely to be publicly high-profile or controversial. Decisions for which EGLE or WRD policy is not easily applied. Decisions that may involve escalated enforcement activities.

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.

Physical activities: Standing, sitting, walking, climbing, wading, stooping, digging, kneeling, jumping, and carrying are all done routinely during field activities.

Conditions/Hazards: Wet, cold, heat, noise, dust, poisonous vegetation, insects, wildlife, wading in water, and working in traffic areas are all encountered when working in the field.

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.

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?

Administer the Biosolids Program in assigned areas in the Bay City and Gaylord Districts, and administer the NPDES Program in assigned areas of the Bay City district.

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?

The function of the Bay City District Office is to preserve and enhance waters of the state within the district. The position will assist in this function by working with permittees to implement statutorily required planning and practices that directly impact the quality and quantity of district surface waters by administering the Biosolids Program in assigned areas in the Bay City and Gaylord Districts, and administering the NPDES Program in assigned areas of the Bay City district.

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 biological sciences, engineering, 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, 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:

Knowledge of wastewater treatment or water quality. Excellent verbal and written communication skills. Sound time management and planning skills. Ability to function within a team environment.

CERTIFICATES, LICENSES, REGISTRATIONS:

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.