

Position Code
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**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
Justin Bragg, Environmental Manager 14	Gaylord 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	2100 West M-32 Gaylord, MI 49735 Monday-Friday, 8:00 a.m.-5:00 p.m.

**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) Industrial Storm Water (ISW) 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 for ISW permitted facilities; and providing assistance in addressing district issues and information requests, as needed or requested.

This position also administers the Soil Erosion and Sedimentation Control (SESC) Program regulated under the authority of Part 91, SESC, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA); and the Construction Storm Water (CSW) Program regulated under Part 31, Water Resources Protection, of the NREPA.

This position is located in the Gaylord District Office but reports to the Cadillac District Office - Water Quality Unit. This position's primary coverage area is the 12 counties associated with the Gaylord District Office but may also include some coverage assignments in counties associated with the Cadillac District Office.

**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 60**

Implement 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 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 customer service to facility operators, managers, and consultants to help minimize instances of noncompliance.
- Pursue enforcement remedies to ensure compliance, when necessary, at the direction of the District Supervisor.
- Review and evaluate permit applications and other submittals for issuances, modifications, terminations, and monitoring frequency reduction requests, and (if applicable) provide comments with assistance from senior staff and the District Supervisor to the WRD's Permits Section.
- 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**

Administer the SESC and CSW Programs within the boundaries of the Gaylord District Office.

**Individual tasks related to the duty.**

- Maintain technical expertise in state and federal SESC and CSW regulations and provide this information to the regulated community and the public, as needed.
- Prioritize and conduct audit and inspection reviews of agencies responsible for administering Part 91 in accordance with the WRD's strategic plan.
- Review and evaluate ordinances, procedures, resolutions, plans, and other documents provided by the regulated facilities for compliance with Part 91 requirements. Initiate appropriate follow-up actions based on the findings of evaluations.
- Prioritize and conduct construction site inspections for compliance with Part 31 in accordance with the WRD strategic plan.
- Conduct appropriate follow-up actions to complaints received.
- Participate in the WRD's statewide SESC and CSW Committee.
- Assist with conducting SESC and Certified Storm Water Operator Training.
- Provide technical assistance and public education in all programs.

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

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.
- With support from senior staff and/or the District Supervisor: 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 4****General Summary of Duty 4****% of Time 10**

Other duties as assigned by the district supervisor.

**Individual tasks related to the duty.**

- Various.

**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 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 and guidance from the District Supervisor and other senior staff. Decisions in the field during pollution emergencies are based upon consultation with the District Supervisor and other senior staff. 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 and municipal 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.  Assign work.  
 Provide formal written counseling.  Approve work.  
 Approve leave requests.  Review work.  
 Approve time and attendance.  Provide guidance on work methods.  
 Orally reprimand.  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 Soil Erosion Sedimentation Control Program oversite, Industrial and Construction Stormwater 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 Gaylord 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, ecology, engineering, environmental health, environmental science, environmental studies and sustainability, forest management, geology, meteorology, microbiology, physical geography, 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.***

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Supervisor's Signature

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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.***

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Appointing Authority Signature

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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.*

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Employee's Signature

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Date

**NOTE: Make a copy of this form for your records.**