

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
	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	Air Quality Division
5. Working Title (What the agency calls the position)	11. Section
Environmental Quality Analyst 9-P11	Field Operations
6. Name and Position Code Description of Direct	12. Unit
Michael Conklin, Environmental Manager 14	Marquette District Office
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Brad Myott, State Administrative Manager 15	1504 W Washington Street, Marquette, MI 49855 80 hours/pay period

### 14. General Summary of Function/Purpose of Position

This position ensures compliance with air pollution rules, regulations, and permits, by conducting inspections of industrial and commercial air pollution sources; inspecting air pollution control equipment; reviewing required reporting and notifications; reviewing and processing Title V Renewable Operating Permit (ROP) applications and permits; and investigating complaints and pollution emergencies. Duties require interaction with other districts, divisions, local and state agencies, industry representatives, and the public.

15. General Summary of Function/Purpose of Position

Duty 1

**General Summary of Duty 1 % of Time 30**

Conduct administrative and technical reviews of Title V Renewable Operating Permit (ROP) applications for major sources of air pollution. Based on the review of these applications, develop ROP permits, ensuring that all procedures, processes, and laws are implemented and/or followed during the process.

**Individual tasks related to the duty.**

- Determine administrative and technical completeness of Title V initial and renewal permit applications.
- Review and calculate the emissions of all regulated air pollutants emitted by the Title V source.
- Determine the applicable federal and state regulations.
- Establish compliance schedules.
- Evaluate compliance monitoring plans.
- Coordinate with agency staff, the regulated community, the public, USEPA, and affected states as needed for each permit.
- Participate in the public participation process for each permit, including public noticing, public hearings, and public comment periods.
- Evaluate and respond to all issues raised in the review process, and resolve conflicts.
- Draft and issue the permit, ensuring that all procedures, processes, and laws are implemented and/or followed during the process.
- Process renewals of any assigned ROPs.

Duty 2

**General Summary of Duty 2 % of Time 45**

Conduct on-site inspections of industrial and commercial sources of air pollution and associated air pollution control equipment to determine compliance with air pollution rules, regulations, and permits. Review required reporting and notifications from these sources.

**Individual tasks related to the duty.**

- Hold pre- and post-inspection interviews with sources.
- Conduct inspections of sources to determine compliance status with applicable regulations and permits.
- Collect data samples, photographs, and other information or evidence as needed.
- Review semiannual compliance reports, notifications, plant operational records, monitoring data, stack test data, and any other required reporting for compliance status.
- Audit annual emission reports submitted by these sources working with the Emissions Reporting and Assessment Unit to ensure accuracy and resolve any issues.
- Send violations to sources in non-compliance and work with the source to resolve the violation.
- Initiate escalated enforcement action if violation is unresolved.
- Document all activities in written reports.
- Address public concerns regarding air quality issues.

**Duty 3****General Summary of Duty 3      % of Time 15**

Investigate air pollution complaints and pollution emergencies to determine compliance with air pollution rules and regulations, and seek to resolve the complaints.

**Individual tasks related to the duty.**

- Investigate citizen complaints of air pollution and pollution emergencies for air pollution.
- Collect data samples, photographs, and other information or evidence as needed.
- Send Violation Notices to facilities in non-compliance and work with source to resolve the violation.
- Initiate escalated enforcement action if violation is unresolved.
- Document all activities in written reports.

**Duty 4****General Summary of Duty 4      % of Time 5**

Maintain and enhance expertise and knowledge of air quality rules and regulations as well as technology for controlling air pollution.

**Individual tasks related to the duty.**

- Attend training sessions and conferences to maintain certifications and stay current with technological enhancements.
- Review and study professional and technical literature.
- Be able to navigate EGLE's website and other websites you need to interact with to fulfill the needs of the job.
- Be aware of changes to state and federal air pollution rules and regulations.

**Duty 5****General Summary of Duty 5      % of Time 5**

Complete special assignments and projects, and other duties as assigned by the District Office Supervisor, Field Operations Supervisor, Assistant Division Director or Division Director.

**Individual tasks related to the duty.**

- Complete special assigned projects or duties in a timely manner.
- Complete other duties and projects assigned by the District Supervisor, including conducting special studies of air pollution sources or control systems and develop solutions to chronic problems.

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

As expertise increases the employee will make independent decisions regarding: the completeness of permit and Title V applications; the completeness of reporting and notifications; the type of inspections conducted and what time of year to conduct the inspection; and how to go about investigating and resolving complaints and pollution emergencies. These decisions impact the public, industry, and federal, state, and local units of government.

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

Decision on permits or inspections that are complex, controversial, and/or precedent setting; or decisions that are not within established Department regulations, policies, and procedures.

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.

Approximately 50% of the time you are in a general office setting (remote office or Marquette District Office) - sitting for long periods of time working at a computer. Approximately 50% of the time you are in the field encountering a wide variety of hazards such as climbing, working in high places, exposure to hazardous industrial environments, exposure to air pollutants or other environmental contaminants, some of which may be toxic in nature, and exposure to a variety of weather conditions. In the Field you will need to be able to walk and stand for lengthy amounts of time, climb ladders or stairs, and have the ability to navigate over rough or uneven surfaces. While in the field, you are required to ensure that you wear all appropriate safety/protective gear for each situation you are in. There are long periods of driving or riding in a car or light truck, and times where you are required to drive in less than desirable road conditions.

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>
None			

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.

22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes, agree with all representations.

23. What are the essential functions of this position?

The essential duties of this position are to determine the compliance status of assigned industrial and commercial sources of air pollution and to obtain compliance of facilities that are found to be in violation of applicable air pollution control regulations. In addition, major sources of air pollution require an ROP, and the assigned staff member must develop the ROP, track compliance and modify the ROP as requested. To be successful in this position, the following competencies have been identified as essential: Adaptability, Continuous Learning, Customer Focus, Communication, and Planning and Organizing Work.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

No changes.

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

The Air Quality Division's Field Operations Section in the Marquette District Office is responsible for compliance and enforcement of state and federal air regulations in the 15 counties of the Upper Peninsula. This position conducts inspections of industrial and commercial air pollution sources; inspects air pollution control equipment; reviews required reporting and notifications; reviews and processes ROP applications and permits; and investigates complaints and pollution emergencies, for various sources in the 15 county area, assisting in ensuring compliance with state and federal air regulations.

**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/surveying, resource development, resource management, toxicology, or zoology.

**EXPERIENCE:**

9 level: No specific type or amount is required.

10 level: One year of professional experience equivalent to an Environmental Quality Analyst 9.

P11 level: 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:**

Ability to represent the Division in a professional manner in all aspects of the job.

Ability to communicate and deal effectively with people at all levels of industrial and municipal management.

Ability to maintain records and prepare reports and correspondence related to the work in a clear and concise manner.

Ability to maintain favorable public relations.

Ability to obtain and maintain the necessary licenses and certifications to perform the job.

Ability to understand engineering drawings, site plans, and mapping information sources.

Ability to interpret complex scientific and legal documents.

Knowledge of environmental pollution sources and their impact on the environment.

Knowledge of chemistry, mathematics, and biology.

Knowledge of the operation and maintenance of monitoring equipment.

Knowledge of sampling procedures.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license 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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**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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**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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**NOTE: Make a copy of this form for your records.**