CS-214 Rev 11/2013

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.	

ent, Great Lakes, and Energy
d, or Commission)
n
- Water Quality
Industrial and Storm Water Unit
Address)/Hours of Work
nren, MI 48092/ n5:00 p.m.

14. General Summary of Function/Purpose of Position

This position has permitting and compliance oversight that requires independent judgment to assure the laws and regulations pertaining to water control in the State of Michigan and the programs of the Water Resources Division (WRD) are effectively and uniformly applied to municipal storm water discharges in an assigned geographic area of the state in order to protect public health and prevent pollution of surface waters of the state.

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 National Pollutant Discharge Elimination System (NPDES) Municipal Storm Water Program in the Warren District and assist with statewide program issues as necessary.

Individual tasks related to the duty.

- Maintain technical expertise in state and federal municipal storm water regulations, as well as expertise concerning
 appropriate best management practices (BMP) implementation.
- Review and approve various storm water documents submitted for review or approval including permit applications, Storm Water Management Programs, and Progress Reports. Evaluate the detailed findings, provide technical recommendations and expert opinion, and communicate results to the appropriate parties.
- Interact with media, government officials, local citizens, trade organizations, and other groups concerned with storm water pollution prevention and cleanup.
- Serve on the Municipal Storm Water Program Committee to provide assistance in compliance with municipal storm water regulations.
- Ensure the requirements of the Municipal Storm Water Program are met through compliance and enforcement activities.

Duty 2

General Summary of Duty 2 % of Time 25

Conduct emergency response activities related to storm water and routine surface water pollution events on a districtwide basis.

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. Responses are made on a 24-hour availability basis.
- Direct action as necessary to contain materials and clean up impacted areas.
- Obtain the services of contractors for cleanup if required.
- Coordinate emergency response activities with other Michigan Department of Environment, Great Lakes, and Energy
 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.
- 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.

Duty 3

General Summary of Duty 3 % of Time 20

General Municipal Storm Water Program operations.

Individual tasks related to the duty.

- Provide excellent customer service.
- Communicate with the general public in various forms.
- Fulfill a wide range of requests from general program requirements to providing educational materials.
- Remain current in BMP developments by attending conferences and reviewing available publications as well as through observations in the field.
- Promote the program goal of pollution prevention through BMP selection, elimination of illicit connections, and public
 education.

Duty 4

General Summary of Duty 4 % of Time 5

Other duties as assigned by the district supervisor.

Individual tasks related to the duty.

Various.

1.0	Describe the two confidences			11
	Describe the types of decisions made independently in this position and tell who or what is affected by those decisions. This position requires that independent decisions be made regarding the adequacy of storm water programs implemented by municipalities. These reviews must be completed using best professional judgment to determine the adequacy of highly technical environmental reports, remediation plans, and legal documents such as storm water pollution prevention plans and storm water management plans. Decisions in the field during pollution emergencies are also made independently and based upon best professional judgment. Government officials, city and industrial storm water staff, other agencies, and the public are all affected by these decisions to varying degrees.			
17.	• •	ons that require the supervisor's r		
	The district supervisor is consulted as required by WRD procedures and when a decision has the potential to be highly controversial, generate a significant amount of public interest, or set a WRD policy.			
18.			at environmental conditions is this p	
	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, wastewater, contaminated storm water or 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.	9. 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>	CLASS TITLE	<u>NAME</u>	CLASS TITLE
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20.	This position's responsibiliti	ies for the above-listed employees	includes the following (check as ma	nny as apply):
	Complete and sign se	urios natings	Accion work	
	Complete and sign se	_	Assign workApprove work.	
	Provide formal written counselingApprove leave requests.		Review work.	
	Approve leave requests. 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?
22.	
	To serve as the Municipal Storm Water Program staff for the district and assure that the laws and regulations pertaining to
	storm water discharges are effectively and uniformly applied in order to protect health and prevent unlawful pollution to the
	surface waters of the state. In addition, remain actively involved with statewide storm water procedures, policy
	recommendations, technical direction, and provide recommendations for future direction of the program to WRD
	management.
23.	Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.
	This position no longer works in the Industrial Storm Water Program. The essential function of this position is to administer
	the Municipal Storm Water Program. The percentages of the duties were adjusted to better reflect the work of this position.
24.	What is the function of the work area and how does this position fit into that function?
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	Regulating municipal point source discharges of storm water to assure protection of the public health and preservation and
	enhancement of surface water quality within the district. This position assures that the storm water discharges are complying
	with the state and federal laws, through technical reviews of required submittals, facility inspections, and public education
	through communicating with local governments, citizens, industries, and the news media.
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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.			
physics, remote sensing, resource de verspinent, reserver, rememberer, remembe			
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.			
Environmental Quality Analyst 12			
Three years of professional experience equivalent to an Environmental Quality Analyst, including one year equivalent to an Environmental Quality Analyst P11.			
KNOWLEDGE, SKILLS, AND ABILITIES:			
Knowledge of environmental pollution sources, particularly municipal and industrial storm water, and knowledge of state and federal pollution control laws and regulations. Skilled in inspection, sampling, and emergency response procedures and techniques. The ability to communicate well, both verbally and in writing.			
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.