

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information 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 ENVIRON, GREAT LAKES & ENERGY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Environmental Quality Alt-E	10. Division
5. Working Title (What the agency calls the position) Environmental Quality Analyst	11. Section Field Operations Section – Water Quality
6. Name and Position Code Description of Direct Supervisor MATHEWS, LAURA; ENVIRONMENTAL MANAGER-3	12. Unit Lansing District Office
7. Name and Position Code Description of Second Level Supervisor MEYER, CHERI M; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 525 W. 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 performs district compliance and enforcement duties in the Water Resources Division's (WRD) Lansing District Office for the Groundwater Discharge Permits Program (GW Program) for assigned facilities. This position is responsible for compliance oversight requiring professional judgment to assure the laws and regulations pertaining to water pollution in the State of Michigan for which the WRD is responsible for administering are effectively and uniformly applied to protect public health and prevent pollution of waters of the state. Responsibilities also include facility inspections and emergency response.	

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: **Percentage: 80**

Implement the compliance and enforcement activities of the GW Program in an assigned area of the state.

Individual tasks related to the duty:

- Evaluate compliance of industrial and municipal facilities with applicable regulations, notices, orders, and issued groundwater permits.
- Create an annual inspection plan for permitted treatment facilities.
- Perform compliance evaluation and sampling inspections of treatment facilities and review monthly Compliance Monitoring Reports. Evaluate the effectiveness of treatment facility operation and maintenance practices and laboratory quality assurance/quality control programs. Generate inspection reports and letters and transmit to the facility.
- Track schedules and report inspection activity. Review and/or approve various submittals related to permit requirements.
- Resolve compliance problems 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 technical assistance and excellent customer service to facility operators, managers, and consultants to help minimize instances of noncompliance.
- Pursue enforcement remedies to ensure compliance when necessary.
- Review and evaluate groundwater permit applications and other submittals for issuances, modifications, terminations, and monitoring frequency reduction requests in order to make decisions and/or provide comments to the WRD's Groundwater Permits Unit.
- Enter inspection data into the MiEnviro database.

Duty 2

General Summary: **Percentage: 10**

Conduct complaint and emergency response activities 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, fish kills, and illegal dumping of waste, among others. Responses are made on a 24-hour availability basis.
- Provide technical assistance as necessary to contain pollution incidents and clean up impacted areas.
- Ensure that WRD procedures are followed for recording complaints and pollution incidents in the MiEnviro database.

Duty 3

General Summary: **Percentage: 10**

Other duties as assigned by the district supervisor.

Individual tasks related to the duty:

- Various special assignments and short-term projects that support district operations and priorities.
- Provide guidance, support, and training to other district staff regarding GW Program.
- Participate in available training and conferences.
- Maintain files and databases in a timely manner per the WRD's strategic plan.
- Follow the district Standard Operating Procedures and/or department/division policies regarding office protocol (maintaining calendars, submitting timesheets, submitting travel reimbursements, filing procedures, phone calls/greetings, e-mail, etc.).

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 compliance status of GW Program facilities during inspections and review of documents submitted pursuant to discharge permit requirements. These reviews must be completed using best professional judgment to determine the adequacy of technical environmental reports. Decisions in the field during pollution emergencies are based upon best professional judgment. 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.

The supervisor should be consulted when a decision has the potential to be highly controversial, requires escalated enforcement action, generates a significant amount of public interest, and/or involves unfamiliar department or division policies.

18. What kind of physical effort is used to perform this job? What environmental conditions in 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 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.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | 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?

Administration and implementation of the GW Program for assigned counties in the Lansing 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 Lansing District Office implements all WRD programs and is responsible for the protection and restoration of water quality throughout Ingham, Gratiot, Eaton, Clinton, Shiawassee, Lapeer, Genesee, and Livingston Counties. This position is responsible for the implementation of the GW Program for assigned counties in the Lansing 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, 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 and municipal 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 does not constitute agreement with or acceptance of the desired qualifications of 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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

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

Date