

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: EQALTEE90R

Civil Service Class and Level: Environmental Quality Alt-E

Working Title (What the agency calls the position): Permitting Environmental Quality Analyst

Name and Position Code Description of Direct Supervisor: HAAS, JOSEPH; ENVIRONMENTAL MANAGER-3

Department/Agency: ENVIRON, GREAT LAKES & ENERGY

Bureau (Institution, Board, or Commission):

Division: Water Resources Division

Section:TBD

Unit: TBD

Work Location (City and Address)/Hours of Work: 2100 W. M-32, Gaylord, MI 49735 / 8:00 a.m.-5:00 p.m., Monday-Friday

General Summary of Function/Purpose of Position: Review permit applications; conduct field investigations; and prepare reports, permits, denials, and correspondence relative to land and water use activities and statutes administered by the Water Resources Division's (WRD) Water Resources Program within assigned geographic areas. Exercise judgment to apply and adapt knowledge of policies, procedures, and regulations to specific situations.

Statutes of the Water Resources Program that are administered by the WRD include the Floodplain Regulatory Authority of Part 31, Water Resources Protection; Part 301, Inland Lakes and Streams; Part 303, Wetlands Protection; Part 323, Shorelands Protection and Management; Part 325, Great Lakes Submerged Lands; and Part 353, Sand Dunes Protection and Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA).

Assigned duties and tasks for each duty.

Duty 1: Schedule and conduct field inspections of proposed activity sites or complaint locations. Develop expertise to make site-specific scientific determinations on coastal, wetlands, streams, and lake resources.

- Be knowledgeable of wetland identification techniques, aquatic lake and stream systems, and general construction techniques.
- Make biological and ecological observations.
- Take on-site measurements (distances of related site landmarks) to document resources and areas of impact.
- Gather site information to make regulatory determinations.
- Delineate wetland areas and confirm wetland delineations conducted by consultants for permit application review, complaint investigations, and wetland assessments consistent with the Regional Supplement to the U.S. Army Corps of Engineers' Wetland Delineation Manual using professional knowledge of plants, soils, and hydrology.
- Document field determinations using project review reports, wetland data forms, site sketches, photographs, and physical samples.
- Meet on-site with permit applicants, landowners, and professional consultants to review site findings and assessments.
- Schedule trips that minimize travel and field time.
- Maintain field equipment.

Duty 2: Review applications for permit in assigned counties for activities at the land and water interface under field administered statutes to include Part 31, Water Resources Protection; Part 301, Inland Lakes and Streams; Part 303, Wetlands Protection; Part 323, Shorelands Protection and Management; Part 325, Great Lakes Submerged Lands; and Part 353, Sand Dunes Protection and Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). Make recommendations for the proper use of the land and water resources, including approval, modification, or denial of applications for permit.

- Compile available information, i.e., wetland maps, aerial photographs, soil maps, and fisheries reports.
- Determine if activity is regulated and which statutes apply.
- Identify protected natural resources and evaluate the impact of the activity on the protected resource, public trust, and riparian interest.
- Coordinate and evaluate information obtained from other agencies and sources including public comment received.
- Assist in conducting public hearings.
- Prepare project review reports, environmental assessments, and decision documents as appropriate consistent with permitting criteria established by statutes, administrative rules, and Water Resources Division (WRD) guidelines.
- Review and comment on wetland, lake, and stream mitigation plans using professional expertise.
- Prepare permits, modification letters, and denials on noncontroversial and noncomplex files.
- Document actions in the WRD's MiEnviro database.
- Meet with permit applicants to review statutory criteria and offer suggestions to modify projects to comply with statutory requirements.
- Defend environmental assessments, findings, and permit decisions in meetings with permit applicants, professional consultants, administrative hearings, and court proceedings.
- Complete file reviews within statutory, WRD, and district established time frames.

Duty 3: Public Assistance and Customer Service

- Answer questions from the public via telephone, e-mail, or letter regarding regulations, the permitting process, and general questions on land and water resources to include statutes, rules, and guidelines of Parts 31, 301, 303, 323, 325, and 353 of the NREPA.
- Meet with property owners, consultants, attorneys, and local government officials to discuss permit requirements on potential development sites.
- Prepare fact sheets, presentations, and other educational materials regarding regulatory requirements and natural resource values.
- Prepare written communications to address concerns and questions of the public, elected officials, and others regarding site evaluations.

Duty 4: Compliance and Enforcement

- Receive complaints via telephone, mail, e-mail, or personal observation regarding potential violations of statute.
- Conduct in-office reviews and field investigations in accordance with WRD priorities to determine whether reported complaints are violations of statute. Document investigations following rules of evidence, scientific procedures, and WRD guidelines.
- In cases of violations or noncompliance, send out violation notices, restoration orders, and noncompliance letters consistent with Department of Environment, Great Lakes, and Energy (EGLE) Enforcement Procedures and WRD's Enforcement Manual.
- Prepare files for supervisor's review and referral to the Department of Natural Resources' Law Enforcement Division, the WRD's Enforcement Unit, and the Department of Attorney General.
- Conduct site inspections of permitted projects to determine compliance with permit conditions.
- Meet with property owners and their representatives to review complaints and requirements to bring sites into compliance.
- Provide lay person and expert testimony in court proceedings on complaint investigations.

Duty 5: Other duties as assigned.

- Represent EGLE as a resource to provide guidance to other government or related organizations such as watershed groups and lake associations.
- Represent the WRD or district on divisional or departmental committees.
- Participate in training to enhance professional and administrative skills.
- Attend meetings in place of the district supervisor when assigned.
- Meet with local government officials to educate them regarding WRD programs.
- Give presentations about WRD programs to environmental groups, school groups, local government groups, or professional organizations.

Types of decisions made independently and whom or what those decisions affect: Position requires independence in making decisions on noncomplex applications and violations. These decisions affect how property owners can use their property. Position may determine whether EGLE will seek prosecution for a violation of relevant statutes.

Types of decisions that require the supervisor's review: Matter of significant public concern or potential controversy, matters that impact EGLE or WRD policy, and situations not well defined by statute, rules, or guidelines would be discussed with the supervisor.

Physical effort used to perform this job and environmental conditions of this position: Work involves both office and field working environments. Must be capable of a full range of physical activity on all types of terrain and under variable weather conditions. Normal driving is required.

Physical Activities: Standing, sitting, walking, climbing, wading, stooping, digging, kneeling, jumping, and carrying are all done routinely during field investigations. Many field investigations are on undeveloped property. Field work will require walking, wading, and climbing across rough terrain, with thick vegetation and other adverse natural conditions.

Conditions and Hazards: Wet, cold, heat, noise, dust, poisonous vegetation, insects and wildlife, wading in water, and working in traffic areas are all encountered when working in the field. Field work constitutes about 35% of the job.

During some types of field work or field responses, the person in this position may walk upon land occupied by either current or historic agricultural, commercial, or industrial activities or through such site types or facilities. During these inspections and responses, the person in this position could occasionally be exposed to wastewater, storm water, fumes, and soil or airborne contaminants from or on the site, or from chemical storage or processes on the site, or other sources. Division safety procedures must be followed in all activities.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: The essential duties of this position are to process applications for construction projects; defend permit decisions in contested case hearings and lawsuits against EGLE; initiate and coordinate enforcement actions where violations have occurred; and provide assistance to property owners, contractors, and professional consultants. This requires the incumbent to be able to communicate well, both verbally and in writing; use a computer, telephone, and other office equipment; sit for long periods of time in meetings or legal proceedings; and maintain a calm professional demeanor during confrontational situations. The position also requires frequent independent travel, sometimes overnight, and field work involving walking or wading on uneven ground and exposure to various weather conditions, insects, wildlife, and plants.

To be successful in this position, the following competencies have been identified as being essential: Building Strategic Working Relationships; Continuous Learning; Decision Making; Initiating Action; Innovation; and Technical/Professional Knowledge.

The function of the position's work area and how it fits into that function: The WRD administers several regulatory statutes for the protection and conservation of lakes, streams, wetlands, floodplains, and Great Lakes shoreline. Implements programs through processing permits; compliance and enforcement actions; complaint response; and public information and education with regard to the Groundwater Discharge Permits Program, Surface Water Quality Program, and Water Resources Program.

This position is responsible for administering activities for the Water Resources Program in assigned geographic areas, including reviewing permit applications and issuing permits; conducting field investigations; and preparing reports, permits, denials, and correspondence.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

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:

The ability to communicate effectively, interpret directives, and perform well under pressure with litigation and controversial issues. The ability to identify plants and animals, and characterize soils. Knowledge of biological sciences to evaluate the impact of projects on natural resources. The ability to use a GPS and to create maps and exhibits using GIS is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license is preferred.