

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. EVIRENGB46R
--

## 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.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> ENVIRON, GREAT LAKES & ENERGY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Environmental Engineer-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b> Coastal Engineer	<b>11. Section</b> Field Operations Support Section
<b>6. Name and Position Code Description of Direct Supervisor</b> LOUNDS, AMY; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> SANDERS, JERROD; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 525 West Allegan Street, Lansing, Michigan 48933 / Monday-Friday, 8:00 a.m.-5:00 p.m
<b>14. General Summary of Function/Purpose of Position</b> This position conducts engineering reviews and provides technical and regulatory support for the Water Resources Division's (WRD) Great Lakes Program, Coastal Management Program, and other Water Resources Program activities that relate to coastal processes, coastal erosion and flooding, integrated coastal zone management, and other regulatory and technical topics. There reviews are required by Part 301, Inland Lakes and Streams; 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). This position also provides technical and regulatory support and program development assistance for the WRD's Field Operations Sections.	

**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: 40**

Conduct engineering reviews and provide technical and regulatory support for the Great Lakes Program.

**Individual tasks related to the duty:**

- Provide engineering reviews on permit applications, contested cases, site designs, and engineering plans.
- Assist with site reviews and provide comments on permit applications, including providing recommendations on permit conditions and supporting regulatory decisions.
- Promote best management practices relating to addressing coastal processes, erosion, and flooding.
- Review emerging technologies and shoreline hardening structures for potential impacts and evaluate feasible and prudent alternatives to avoid and minimize impacts.
- Evaluate the short-term and long-term impacts of permitting decisions.
- Make recommendations to management on ways to improve the Great Lakes Program and develop programmatic materials that address approved recommendations.
- Develop training and training materials for district staff.
- Develop and provide outreach materials and conduct presentations for the regulated community and others regarding coastal processes, coastal erosion and flooding, integrated coastal zone management, and other regulatory and technical topics.

**Duty 2**

**General Summary:** **Percentage: 40**

Conduct engineering reviews and provide technical and regulatory support for the Coastal Management Program.

**Individual tasks related to the duty:**

- Review applications for Coastal Management Program grants, including site designs and engineering plans, and participate in the grant selection process.
- Make recommendations for best management practices for coastal resiliency, restoration, and protection; and participate in the development of toolkits and other outreach materials.
- Work with coastal communities to advance nature based coastal resiliency plans and assist grant applicants by providing preliminary feedback on conceptual plans.
- Develop outreach materials and conduct presentations for potential grant applicants, coastal communities, stakeholders, and others.
- Prepare information for periodic federal progress reports, assessments, and strategies.
- Participate in program evaluations including the National Oceanic and Atmospheric Administration's program evaluation under Section 312, Review of Performance, of the Coastal Zone Management Act of 1972, as amended.

**Duty 3**

**General Summary:** **Percentage: 15**

Conduct engineering reviews and provide technical and regulatory support for other Water Resources Program activities.

**Individual tasks related to the duty:**

- Provide engineering reviews on permit applications, contested cases, site designs, and engineering plans.
- Assist with site reviews and provide comments on permit applications, including providing recommendations on permit conditions and supporting regulatory decisions.
- Review emerging technologies and shoreline hardening structures for potential impacts and evaluate feasible and prudent alternatives to avoid and minimize impacts.
- Provide feedback to staff and management on the short-term and long-term impacts of permitting decisions.

**Duty 4**

**General Summary:** **Percentage: 5**

Complete additional tasks as assigned by the Field Operations Support Section manager and division and department management.

**Individual tasks related to the duty:**

- Provide information and advice to the public and others.
- Respond to correspondence from citizens, interest groups, and legislators.
- Prepare briefings and special reports on program issues.
- Give presentations to local units of government, professional organizations, school groups, the public, and other interested parties.
- Follow the WRD standard operating procedures regarding office protocol (maintaining calendars, submitting timesheets, submitting travel reimbursement requests, filing procedures, phone calls/greetings, e-mail, etc.).
- Participate in training to enhance professional and administrative skills.

- Perform other duties as assigned by the supervisor, such as special projects, committee assignments, etc.

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

Provide assistance to internal or external contacts on established regulations and policy. Evaluate current program, determine program difficulties, and recommend solutions. WRD staff is affected by these decisions, as well as program credibility and effectiveness. At the entry level, this position is expected to work closely with the supervisor and other program specialists to make decisions, but it is expected that as experience and program knowledge is gained, decision-making responsibilities will increase.

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

New or revised interpretations of programs and environmental laws; new and revised procedures and guidance; public complaints; and controversial issues. When decisions are not clearly covered by departmental policy, procedure, or precedent. Unresolved issues with staff or the public. Conflicts in workload demands.

**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.**

The office duties involve sitting at a desk and using the telephone and a computer for extended periods of several hours (80%). The field duties involve data collection in rough terrain, wet conditions, and extremes of heat, cold, and humidity (20%). Field work may also result in exposure to poison ivy, poison sumac, poison oak, and stinging nettles. Field work involves long drives (2 or more hours) and long days (10 or more hours).

**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. |

N	Approve leave requests.		Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	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?

This position conducts engineering reviews and provides technical and regulatory support for the Great Lakes Program, Coastal Management Program, and Water Resources Program. It provides engineering support and assistance to external customers and WRD staff, participates in policy and technical material development and other program development, provides regulatory and technical support, and works collaboratively with external and internal partners.

To be successful in this position, the following competencies have been identified as essential: Contributing to Team Success, Communication, Decision-Making, Technical/Professional Knowledge and Skills, Building Strategic Working Relationships, and Planning and Organizing Work.

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 Field Operations Support Section processes land and water interface construction permit applications, provides technical and regulatory support, and provides program development and administration for the programs and statutes administered by the WRD. This position conducts engineering reviews and provides technical and regulatory support primarily for the Great Lakes Program and Coastal Management Program, but also for Water Resources Program activities that are administered by the section.

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 engineering.

**EXPERIENCE:**

**Environmental Engineer 9**

No specific type or amount is required.

**Environmental Engineer 10**

One year of professional environmental engineering experience in the protection and improvement of land and water resources, occupational health, or air quality equivalent to an Environmental Engineer 9.

**Environmental Engineer P11**

Two years of professional environmental engineering experience in the protection and improvement of land and water resources, occupational health, or air quality equivalent to an Environmental Engineer, including one year equivalent to Environmental Engineer 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Basic understanding of state and federal laws and programs related to the Great Lakes is desired. Desired course work should include coastal processes, soil mechanics, design of structures, hydraulics, and hydrology. Excellent oral and written communication skills. Good conflict resolution skills. The ability to relate technical and legal language concepts to the general public. A working knowledge of Microsoft Office applications. Candidate should be able work cooperatively with others, be flexible as the workload demands, organize their workload, and deal with difficult people.

**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.

None

***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