

<b>Position Code</b> 1.
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**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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b>
Vacant	Environment, 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>	<b>10. Division</b>
Environmental Engineer-E	Air Quality
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
Environmental Engineer 9 – P11	Permits
<b>6. Name and Position Code Description of Direct Supervisor</b>	<b>12. Unit</b>
Mark C. Mitchell, Engineer Manager-14	Thermal Process/Chemical Process Unit
<b>7. Name and Position Code Description of Second Level Supervisor</b>	<b>13. Work Location (City and Address)/Hours of Work</b>
Vacant, State Administrative Manager-15	Constitution Hall, Lansing, 8-5 Monday through Friday or as approved by management

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

The Air Quality Division (AQD) Permit Section conducts engineering review and evaluation of Air Use Permit to Install applications to determine compliance with state and federal requirements. This position is responsible for reviewing and writing/drafting air use permit to install applications received that involve a standard review including the following factors: minimal pollutants, less equipment, lower emissions, single-step engineer calculations, subject to less regulations and involve low public controversy. This position completes a standard engineering review/evaluation of permit applications received by the Division and drafts/writes permits for issuance by the section manager.

**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 85**

Review and write air use permits received by the AQD that involve a standard review including the following factors: a minimal number of pollutants, less equipment, lower emissions, single-step engineer calculations, subject to minimal regulations, and involve low public controversy.

**Individual tasks related to the duty.**

- Complete standard engineering evaluation/review of plans, specifications and technical data.
- Write air use permits to install, including permit conditions to establish control limitations and terms of proper operation of pollution control equipment to ensure compliance with rules and regulations.
- Review and solve single-step engineer calculations.
- Discuss permit conditions with permit applicants and their representatives.
- Write reports of permit reviews and evaluations for use by management in making final decisions regarding permit applications.

Duty 2

**General Summary of Duty 2**                      **% of Time 10**

Participate in public meetings.

**Individual tasks related to the duty.**

- Prepare documents for public meetings.
- Answer general questions at public meetings regarding a permit.

Duty 3

**General Summary of Duty 3**                      **% of Time 5**

Other duties as assigned by management.

**Individual tasks related to the duty.**

- Permit other engineering related work as assigned by Section and Division Management.

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

This position makes engineering decisions regarding air pollution sources and control systems and their ability to comply with state and federal regulations. The position makes decisions regarding the review/evaluation and writing of air use permits involving a standard review. The regulated community is affected by these decisions.

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

Issuance of air use permits that have been reviewed and written by the Environmental Engineer-E. Decisions that have the potential to set policy and/or precedent.

**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.**

The job requires the normal physical activities encountered in an office environment, such as sitting, walking, bending, reaching, stooping, and standing on a daily basis. Carrying, kneeling and balancing are required on an occasional basis.

The job also involves visiting air pollution sources across the state occasionally, and attending public meetings.

Exposure to typical office conditions – toner in copiers, computer glare, etc.

**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.**

	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

**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

**23. What are the essential functions of this position?**

This position is responsible for reviewing and writing/drafting air use permit to install applications received that involve a standard review including the following factors: minimal pollutants, less equipment, lower emissions, single-step engineer calculations, subject to less regulations and involve low public controversy. This position completes a standard engineering review/evaluation of permit applications received by the Division and drafts/writes permits for issuance by section manager.

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

Position's duties/tasks are being updated to accurately reflect "E" level assignments based upon updated senior standards for the work area.

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

The Permit Section of the Air Quality Division is responsible for the engineering review and approval of Air Use Permits to Install in Michigan, along with technical advice to staff of the Division. This position completes a standard engineering review/evaluation of permit applications received by the Division and drafts/writes permit for usance by section manager.

**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:**

Knowledge of applicable rules and regulations and necessary engineering designs.

Excellent organizational and communication skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

*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.**