

**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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency
Vacant	Environment, Great Lakes, and Energy
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Environmental Engineer – E	Air Quality
5. Working Title (What the agency calls the position)	11. Section
Environmental Engineer 9-P11	Field Operations
6. Name and Position Code Description of Direct	12. Unit
Jeffrey Korniski, Environmental Manager 13	Detroit District Office
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
April Wendling, Environmental Manager 14	3058 West Grand Boulevard, Suite 2-300 Detroit, MI 48202 Monday-Friday: 8:00 AM to 5:00 PM
14. General Summary of Function/Purpose of Position	
<p>An Environmental Engineer completes technical review of engineering plans, specifications and other documents submitted as part of the Renewable Operating Permit (ROP) applications, and develops ROP permits with some supervision. An Environmental Engineer also conducts inspections of air pollution sources and determines their compliance with applicable air pollution control rules. Duties require interaction with other districts, divisions, local and state agencies, industry representatives, and the public.</p>	

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**

Conduct engineering evaluation of Title V ROP applications for major sources of air pollution. Based on the review of these applications, prepare draft ROP permits and conduct duties associated with the public participation process.

Individual tasks related to the duty.

- Determine administrative and technical completeness of Title V permit applications. Develop permits.
- Review technical plans, and engineering plans and specifications submitted as part of the ROP. The engineering review requires knowledge of industrial processes and process equipment, air pollution control equipment, air emissions monitoring systems, and recordkeeping methods. The engineer must perform calculations using the engineering principles of mass and energy balances, heat and mass transfer, thermodynamics, and chemical reaction processes to calculate the emissions of all regulated air pollutants emitted by Title V sources.
- Determine the applicable federal and state regulations.
- Establish compliance schedules.
- Using engineering principles, evaluate compliance monitoring plans submitted by facilities. Review semi-annual compliance reports and notifications.
- Coordinate with enforcement staff, the regulated community, other agency staff, the public, U.S. Environmental Protection Agency (EPA), and affected states.
- Participate in the public participation process for each permit, including public noticing, public hearings, and public comment periods.
- Evaluate and respond to all issues raised in the public review process and resolve conflicts.
- Process renewals of any assigned ROPs.

Duty 2

General Summary of Duty 2 **% of Time 40**

Investigate air quality complaints and conduct on-site inspections of industrial and commercial sources of air pollution and associated air pollution control equipment to determine compliance with air pollution rules, regulations and permits.

Individual tasks related to the duty.

- Hold pre- and post-inspection interviews with sources.
- Conduct inspections of sources and investigate air quality complaints to determine compliance status with applicable regulations and permits. During the inspection, the engineer uses engineering principles and practices to inspect the process and process equipment, the air pollution control device, plant operational records, monitoring data, stack test data and the exhaust stacks.
- Collect data samples, photographs, and other information or evidence as needed.
- Send Violation Notices to facilities in non-compliance.
- Work with source to resolve violation.
- Initiate escalated enforcement action if violation unresolved or significant violation is determined.
- Document all activities in written reports.
- Address public concerns regarding air quality issues.

Duty 3

General Summary of Duty 3 **% of Time 10**

Complete special assignments and projects, and other duties as assigned by the Assistant District Supervisor, District Supervisor, Field Operations Manager, Assistant Division Director or Division Director.

Individual tasks related to the duty.

- Complete assigned projects or duties in a timely manner.

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

Decisions regarding the administrative and technical completeness of permit applications, determining the adequacy of compliance programs for resolution of violations, type of inspections conducted, and method to resolve complaints. These decisions impact industry, federal, state, and local units of government, and the public.

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

Decision on permits or inspections that are complex, controversial and/or precedent setting, or decisions that are not within established Department regulations, policies, and procedures.

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.

General office setting; during field inspections a wide variety of hazards may be encountered, such as climbing, working in high places, exposure to hazardous industrial environments, exposure to air pollutants or other environmental contaminants, some of which may be toxic in nature, and exposure to a variety of weather conditions.

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. (If more than 10, list only classification titles and the number of employees in each classification.)

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

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

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

23. What are the essential functions of this position?

Using engineering principles and practices, the engineer conducts administrative and technical review of Title V ROP applications for major sources of air pollution. Using technical knowledge and engineering skills, the engineer conducts on-site inspections of industrial and commercial sources of air pollution and associated air pollution control systems to determine compliance with air pollution rules, regulations and permits.

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

No changes.

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

The function of the work area is to conduct compliance activities to determine compliance status of air pollution sources and to obtain compliance with facilities that are found to be violating any applicable regulations. This position is responsible for conducting permit reviews and on-site inspections for industrial and commercial sources of air pollution to achieve and maintain compliance with applicable air pollution regulations.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Bachelor of Science degree with a major in engineering.

EXPERIENCE:

No experience required at the 9 level.

One year of professional environmental engineering experience equivalent to an Environmental Engineer 9 for the 10 level.

Two years of professional environmental engineering experience, including one year equivalent to an environmental engineer 10, for the P11 level.

