

<b>1. Position Code</b> ENVRMGR3A88N
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**State of Michigan**  
**Civil Service Commission**  
 Capitol Commons Center, P.O. Box 30002  
 Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

<b>2. Employee's Name (Last, First, M.I.)</b> Vacant	<b>8. Department/Agency</b> Environment, Great Lakes, and Energy
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Classification of Position</b> Environmental Manager 3 - 14	<b>10. Division</b> Air Quality
<b>5. Working Title of Position (What the agency titles the position)</b> Environmental Manager 14–Lansing DO Supervisor	<b>11. Section</b> Field Operations
<b>6. Name and Classification of Direct Supervisor</b> Brad Myott, State Administrative Manager 15	<b>12. Unit</b> Lansing District
<b>7. Name and Classification of Next Higher Level Supervisor</b> Chris Ethridge, State Division Administrator 17	<b>13. Work Location (City and Address)/Hours of Work</b> 525 W. Allegan St., Lansing 80 hours/pay period

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

This position manages the enforcement of the state and federal air pollution laws within the Lansing District boundary. This position provides first-line supervision of six professional staff and one secretary. A primary responsibility of the district office is to implement the Title V Permit Program, which is mandated by the federal Clean Air Act. This program involves reviewing and taking actions on facility-wide operating permits that cover all regulated sources of air pollution at the site. Another primary responsibility is to carry out the Area Source (non-Title V) Compliance Program. In implementing each of these programs, district staff conducts air pollution source inspections, compliance investigations, and compliance evaluations. Staff notifies facilities that are out of compliance, work to resolve the compliance problems, and, as necessary, refer compliance problems for escalated enforcement action. These activities require interaction with other districts and divisions, local, state and federal agencies, industrial representatives, and the general public.

**For Civil Service Use Only**

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, 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 60**

**Program Execution**

For the Lansing District, provide management support to the division and to district staff to implement and enforce state and federal air quality regulations as delegated by the department director, by division management, and by the United States Environmental Protection Agency (USEPA). The Title V Renewable Operating Permit (ROP) and Area Source Compliance Programs encompass the majority of these responsibilities.

**Individual tasks related to the duty.**

- Assign renewable operating permit applications and compliance inspections.
- Supervise staff review of renewable operating permit applications that includes determining administrative completeness, technical completeness, and adequacy of permits.
- Evaluate staff's determination of compliance status for area source inspections and complaint resolution for ROP and Area Source facilities.
- Coordinate with enforcement staff, the regulated community, other agency staff, the public, the USEPA, local government, and affected states.
- Supervise staff's evaluation and responses to all issues raised in the ROP public review process and resolve all conflicts and controversies.
- Assure the effective and efficient processing of all ROP applications received in the district and fulfill the decision-making and public participation responsibilities for approving all ROP submittals, re-openings, and renewals not involving substantial and relevant unresolved issues.
- Assure district staff fulfills their role in the evaluation of new source review permit applications by providing input on draft permit conditions, conducting site reviews, providing compliance history information and evaluating construction waiver requests.
- Assure that investigations, including those resulting from complaints, are scheduled, conducted, documented, and followed up on according to agency procedures and federal or other commitments.
- Assure that violations of state and federal air quality regulations are timely and effectively documented and communicated to responsible parties; assure that the responsible parties implement acceptable, enforceable, and expeditious compliance programs; assure that timely and appropriate enforcement actions are initiated through appropriate state and federal channels; and assure that staff give proper and professional support to enforcement action development and prosecution.
- Assure timely, effective, and accurate review, editing, and tracking of the annual air pollution emission inventory; assure proper, complete, and accurate assessment and tracking of fees; and assure proper and timely tracking, review, and response to fee challenges.
- Facilitate meetings with regulated industry, consulting firms, attorneys, environmental groups, and the general public regarding various issues. Negotiate complex issues with these different groups, when necessary, to assure department policies and goals are being met.

Duty 2

**General Summary of Duty 2**

**% of Time 20**

**Administrative Supervision**

Supervision is responsible for implementing the department and division's strategic planning process for subordinate staff, implementing the performance appraisal process, implementing the division's safety program, and handling administrative matters for staff.

**Individual tasks related to the duty.**

- Implement the strategic plans and objectives.
- Conduct periodic performance appraisals in accordance with division plans.
- Approve/deny leave requests and staff's schedules.
- Counsel and discipline staff.
- Review and approve timesheets, travel vouchers, and vehicle travel logs.
- Implement the division's safety program.
- Participate in the interviewing and selection of job applicants for vacant positions.
- Manage the district's budget.

Duty 3

**General Summary of Duty 3**

**% of Time 15**

Program Maintenance

Develop, implement, and manage the quality assurance program for the ROP and Area Source Compliance Programs.

**Individual tasks related to the duty.**

- Provide guidance and develop procedures to assist in ROP reviews and source inspections.
- Identify and work with division management to resolve inconsistencies.
- Develop and implement plans to ensure consistency of permit reviews and source inspections with the district.
- Participate in division staff meetings and committees to ensure consistency with division policies and procedures.
- Develop training programs; provide technical training and technical assistance to staff.
- Ensure staff follows department, division, and USEPA policies and procedures.

Duty 4

**General Summary of Duty4**

**% of Time 5**

Serve on the Section management team and implement special projects as assigned by the Field Operations Section Supervisor.

**Individual tasks related to the duty.**

- Participate in evaluating programs for which the Section is responsible and identifying and implementing appropriate changes.
- Assist in establishing Section priorities and developing Section work plans, goals, and outcomes.
- Oversee the development and completion of special projects assigned to the district. Because of the extensive technical and/or engineering capabilities of staff, the District Supervisor may be assigned the task of directing such special projects that may involve staff from other districts or sections of the AQD.
- Other duties as assigned.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

The District Supervisor makes decisions on job performance, work responsibilities, district organization, training, staffing, planning, priorities, program content and procedures (affect: employee). This includes all aspects of the ROP reviews, and staff's compliance responsibilities. These decisions can include determinations on the applicability of federal and state requirements; the proper course of action to be taken in an ROP review; the amount and type of information required for the completion of an ROP review, and the drafting of an ROP (affect: applicant and employee). Also, decisions regarding the adequacy of compliance status determinations and escalated enforcement action recommendations (affect: employee, industry, and public/environment).

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

Guidance is requested from supervisor on items involving division and/or department priorities or policies. The supervisor's review is required for decisions on highly controversial permits or consent orders and permit denials or when a decision may set a division or department precedent.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

On a periodic basis, the employee may conduct inspections of commercial/industrial facilities where the employee may be exposed to air pollutants, some of which may be toxic chemicals, and to physical hazards, e.g., industrial processes and machinery, temperature extremes, ladders, roofs, driving, etc.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee 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>
Robert Byrnes	EE Specialist 13	Kelly DeWitt	Secretary 9
Julie Brunner	EQ Specialist 13	Matt Karl	EQA 12
David Rauch	EQA 11		
Dan McGeen	EQA 11		
Michelle Luplow	EQA 11		

20. My responsibility 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.

21. I certify that the above answers are my own and are accurate and complete.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**NOTE: Make a copy of this form for your records.**

**TO BE COMPLETED BY DIRECT SUPERVISOR**

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?  
Yes.

23. What are the essential duties of this position?

The District Supervisor is responsible for supervising staff carrying out the ROP and Area Source Compliance Programs for the Lansing District.

The position requires the ability to clearly communicate both verbally and in writing, operate a computer and telephone, attend meetings or legal proceedings which may be lengthy, and maintain a calm professional demeanor during confrontational situations. To be successful in this position, the following competencies are essential: planning and organizing work, aligning performance for success, communication, managing conflict, decision making, delegating responsibility, and developing a successful team.

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

No change.

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

The Lansing District office is responsible for executing field and compliance related tasks for the AQD for the purpose of enforcing state and federal air quality laws to attain and maintain acceptable air quality in an eight county area. In addition, the district is also responsible for reviewing and acting upon ROP applications. The ROP Program is a multi-faceted regulatory program that requires all major sources of air pollution at a facility to be permitted under a site-wide operating permit. This position supervises staff who implement the ROP and Area Source Compliance Programs for the Lansing District.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Bachelor of Science degree in the physical sciences, biological sciences, resource management, sanitary science, environmental health, engineering, geology, or in geological, petroleum, or mining engineering.

**EXPERIENCE:**

Five years of professional experience in an engineering or scientific field carrying out geological and/or environmental activities to protect, develop, and maintain natural resources; working in an environmental protection program; or, enforcing environmental health or environmental protection laws, including three years equivalent to the experienced (P11) level, two-year equivalent to the advanced (12) level, or one year equivalent to a 13 level specialist or manager.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Strong management and supervisory skills, written and oral communication skills, and computer skills are required. Thorough knowledge of the technical principles and practices related to environmental regulation. Knowledge of and experience in state and federal air permit program and knowledge of state administrative rules, requirements, and procedures. The position also requires the ability to instruct, direct, and evaluate employees and communicate with groups inside and outside State service.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Driver's license preferred.

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

27. *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**

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

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

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date

