

1. Position Code

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.**

<p>2. Employee's Name (Last, First, M.I.) Vacant</p>	<p>8. Department/Agency Environment, Great Lakes, and Energy</p>
<p>3. Employee Identification Number</p>	<p>9. Bureau (Institution, Board, or Commission)</p>
<p>4. Civil Service Classification of Position Environmental Technician 8-E10, PI</p>	<p>10. Division Air Quality</p>
<p>5. Working Title of Position (What the agency titles the position) Environmental Technician</p>	<p>11. Section Air Monitoring</p>
<p>6. Name and Classification of Direct Supervisor James Voss, Environmental Manager 14</p>	<p>12. Unit BioWatch and Sensor</p>
<p>7. Name and Classification of Next Higher Level Supervisor Susan Kilmer, State Administrative Manager 15</p>	<p>13. Work Location (City and Address)/Hours of Work 3058 West Grand Blvd, Detroit, 48202; up to 40 Hrs/wk rotating shift –including weekends & holidays</p>

14. General Summary of Function/Purpose of Position

The primary responsibility of this position is to collect filters from, operate, and maintain air monitoring instruments. Data from these instruments must meet requirements for completeness, accuracy, and be submitted on time.

The Michigan BioWatch monitoring program is part of a nationwide effort to detect and respond to potential air-released bioterrorism events.

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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 85%**

Operate and maintain a network of BioWatch monitoring sites.

Individual tasks related to the duty.

- Collect daily BioWatch filter samples in accordance with BioWatch Standard Operating Procedures
- Set up each monitor for the next day's sampling event
- Maintain chain of custody and documentation for all samples collected
- Transport the collected filters to MDHHS laboratory in Lansing
- Adhere to data collection deadlines on a daily basis
- Enter, review and correct data to the national BioWatch databases using custom software, in accordance with the quality assurance guidelines
- Conduct periodic maintenance on BioWatch analyzers, as assigned
- Perform minor repairs on BioWatch equipment, as necessary, to ensure that the monitors meet or exceed program performance standards
- Maintain the grounds of each monitoring site, including lawn trimming, trash pick-up, snow/ice removal, etc.

Duty 2

General Summary of Duty 2 **% of Time 5%**

Operate and maintain BioWatch Special Event monitoring sites. If BioWatch Phase I sampling is initiated, incumbent may assist in the collection of Phase I samples from specific locations.

Individual tasks related to the duty.

- Same tasks as described in Duty 1, for the limited duration and extra locations associated with the Special Event or Phase I situation.
- If the person in this position is assigned to assist with Phase I sampling, prior attendance required at extensive FEMA training in Phase I techniques and personal protection measures as well as annual certification for use of personal protection equipment and participation in the medical monitoring program may be required.

Duty 3

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

Maintain assigned state vehicle in safe working condition and acceptable appearance.

Individual tasks related to the duty.

- Ensure that the oil is changed and tires are rotated at the required intervals
- Keep fluids topped-off and tires at recommended pressure
- Keep interior and exterior clean
- Take vehicle in for repairs, recalls, and maintenance in a timely manner

- Follow all requirements of the DTMB Driver Agreement

Duty 4

General Summary of Duty 4 **% of Time 5%**

Other assignments as required by the Supervisor, Section Chief, Assistant Division Director or Division Director.

Individual tasks related to the duty.

- Participate in planning committees
- Deliver/pick-up items to/from Constitution Hall, Filley Street, Laboratory, etc
- Install, remove, and maintain air sensors at various sites

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.

Taking corrective actions to minimize equipment failure; re-routing to avoid construction/accidents;
Complete, timely data is a requirement of the Department of Homeland Security Grant. Incomplete or invalid data could result in delay in detecting a potential bioterrorism situation or loss of the DHS Grant. This could adversely affect the health and safety of the public at large.

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

Decisions involving a new policy not covered by existing procedures, new site locations, or monitoring equipment acquisitions. Issues with coworkers that can't be resolved personally.

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.

Periodically transport equipment weighing up to 60lbs to BioWatch monitoring sites; Work outside in all weather conditions; Driving long distances; shoveling snow; operating lawn equipment;

If this position assists with Phase I sampling, the person must annually participate in the Department's Health Monitoring Program and be fit-tested with appropriate respirator equipment.

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>
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20. My responsibility 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. |

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 primary responsibility of the position is to independently operate and maintain BioWatch air monitoring collectors. The position must ensure that the filters are collected according to standard operating procedures, secured via chain of custody, and delivered on time.

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 function of the BioWatch Unit is to collect, assess and report quality assured BioWatch monitoring data in compliance with the state objectives, federal grant requirements, and program procedures. This position performs these duties for a portion of the overall BioWatch network.

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

EDUCATION:

Associates Degree in electronics technology, engineering, a physical science or a biological science.

EXPERIENCE:

No experience is required at the E 8 level. One year of experience operating and maintaining environmental testing devices and/or performing other environmental monitoring or inspection functions as an environmental technician are required at E 9 level. Two years of experience is required at E 10 level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must be familiar with air monitoring equipment and devices, data acquisition equipment, computers and software.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must meet the BioWatch background/suitability standards, including security clearance, determined by the Federal Bureau of Investigations.
- Must maintain a valid driver's license.
- Must be an US citizen.

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