

Position Code 1. EVIRENGEB59R

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
	Department of 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 9-P11	Water Resources Division
5. Working Title (What the agency calls the position)	11. Section
Environmental Engineer	Field Operations Section - Water Quality
6. Name and Position Code Description of Direct Supervisor	12. Unit
Brian Jankowski, Environmental Manager 14	Cadillac District Office - Water Quality Unit
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Cheri Meyer, State Administrative Manager 15	2100 West M-32, Gaylord, MI 49735/ 8:00 a.m.-5:00 p.m., Monday-Friday

14. General Summary of Function/Purpose of Position

This position has compliance and engineering responsibilities intended to assure that the laws and regulations pertaining to water pollution control in the State of Michigan and the programs of the Water Resources Division (WRD) are effectively and uniformly applied to industrial and municipal wastewater discharges in an assigned geographic area of the Gaylord District Office in order to protect public health and prevent unlawful pollution of waters of the state.

This position has compliance and engineering responsibilities for Part 31, Water Resources Protection; and Part 41, Sewerage Systems, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), for the Gaylord District Office. This position is located in the Gaylord District Office but reports to the Cadillac District Office - Water Quality Unit.

This position may also include compliance oversight for National Pollutant Discharge Elimination System (NPDES) dischargers, including municipal and industrial facilities, and Part 41 permits for facilities discharging to surface water.

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 40**

Implement the Part 31 compliance program and inspect, monitor, and pursue compliance at facilities with groundwater discharges in the Gaylord District.

Individual tasks related to the duty.

- Inspect and evaluate facilities to determine compliance with Part 31 groundwater discharge permits and associated requirements.
- Review Compliance Monitoring Reports.
- Conduct sampling activities at groundwater discharge facilities.
- Meet with facilities and their consultants to discuss improvements to the facility and/or its operation and maintenance that may be necessary to achieve or maintain compliance.
- Pursue appropriate enforcement activities to achieve compliance and refer facilities for escalated enforcement when necessary. Utilize and coordinate with the WRD's Water Quality Enforcement Unit staff, Department of Natural Resources' Environmental Conservation Officers, and others as necessary. Participate in court actions and administrative hearings and provide testimony as necessary.
- Review closure plans for facilities.
- Investigate complaints due to groundwater discharges, which may include sampling activities.
- Meet with developers, governmental officials, and others to discuss proposed wastewater facilities.
- Provide assistance and comments from the compliance and district perspective to the WRD's Groundwater Permits Unit with regard to groundwater discharge applications for new, reissued, or modified groundwater discharge applications and permits.
- WRD safety procedures must be followed in all activities.

Duty 2

General Summary of Duty 2 **% of Time 35**

Provide engineering review and approval for wastewater collection, transportation, and treatment system construction projects.

Individual tasks related to the duty.

- Review and recommend approval of engineering reports, basis of designs, and plans and specifications for construction of non-State Revolving Fund (SRF) funded wastewater treatment plants, wastewater collection systems, or their modifications.
- Review preliminary and detailed basis of designs, cost-effectiveness analyses, draft and final project plans, construction plans and specifications, and addendum for complex municipal facility projects, funded via the SRF Loan Program.
- Review and process applications and, when acceptable, issue construction permits for wastewater collection and treatment systems under Part 41 for public sewer and treatment facility construction. This includes review of basis of designs, construction plans, and specifications.
- Review and approve construction change orders for permitted construction projects.
- Review wastewater treatment plant Operation and Maintenance Manuals for new facilities and for major modifications to existing facilities.
- WRD safety procedures must be followed in all activities.

Duty 3

General Summary of Duty 3

% of Time 10

Perform evaluations of technical processes and pollution control facilities to assure compliance with applicable state and federal water quality regulations and perform engineering inspections of those processes or pollution control facilities. Conduct engineering reviews of Part 31 groundwater discharge facilities.

Individual tasks related to the duty.

Evaluations and inspections include (but are not limited to):

- Evaluating existing wastewater treatment technologies.
- Performing reviews of operating reports and efficiency analyses.
- Making chemical evaluations.
- Identifying mechanical, hydraulic, piping, or electrical defects, or like deficiencies, regarding wastewater facilities and with regard to applicable engineering standards.
- Evaluating adequacy of analytical work.
- Evaluating facility staffing levels.
- Evaluating other engineering aspects of technical processes and pollution control facility problems.
- Initiating corrective programs when inadequacies are identified.
- Inspect wastewater facility construction if/as needed, and consult with design engineers involving complex engineering questions relative to:
 - i) Construction difficulties.
 - ii) Recommending construction techniques and sequencing.
 - iii) Adequacy of proposed construction materials and methods.
 - iv) Application of standards and interpretation of construction codes and guidelines.
 - v) Evaluation of design changes during construction.
 - vi) Other controversial environmental engineering aspects of construction.
 - vii) Prepare written reports on these pollution problems or performance matters to assure acceptability of future applications.
- WRD safety procedures must be followed in all activities.

Duty 4

General Summary of Duty 4

% of Time 10

Serve on statewide committees for engineering and groundwater.

Individual tasks related to the duty.

Represent the Gaylord District Office on the WRD's Design Engineering Committee (DEC) and the Groundwater Committee. The DEC is a committee consisting of the district environmental engineers from around the state. The DEC recommends policy and design review criteria to be used statewide. The DEC also recommends modifications to the Ten States Standards, the nationwide engineering standards guidance document. The Groundwater Committee consists of a joint committee with environmental engineers, analysts, and scientists from the districts around the state and staff in the WRD's Groundwater Permits Unit. Individual tasks related to the committee duties include:

- Attend committee meetings.
- Provide comments and participate in program, technical, and engineering discussions.
- Perform committee assignments, including research as needed.
- Perform research to become knowledgeable in the latest technologies and perform as DEC expert in specific areas of wastewater collection and treatment. Make recommendations on the applications of specific technologies.
- Recommend procedures for effective and consistent compliance activities in the Groundwater Discharge Program.
- WRD safety procedures must be followed in all activities.

Duty 5

General Summary of Duty 5

% of Time 5

Other duties as assigned.

Individual tasks related to the duty.

Other district work assignments include:

- Respond to, investigate, and resolve pollution incidents or citizen complaints reported directly or through the Pollution Emergency Alerting System (PEAS). This work involves being on call 24 hours per day.
- Conduct follow-up studies on pollution events, monitor clean-up programs, and make recommendations involving chemical, biological, and other limnological effects of pollutants. This will necessitate effective verbal and written communications with the public and other Department of Environment, Great Lakes, and Energy (EGLE) staff, as well as public health officials in other agencies. This work may involve examination of sites and existing equipment, evaluation of proposed solutions, and further assess the effects of groundwater contamination.
- Evaluate relative priorities of district functions and recommend to the District Supervisor new procedures and guidance to assure that the short- and long-range goals and objectives of the WRD are effectively attained in the Gaylord District Office.
- Participate in and/or conduct public meetings/hearings and conferences with industrial and municipal officials and the public concerning needs for corrective programs where unlawful pollution exists and additional treatment is needed to assure the long-range protection of public health and water quality.
- Serve as spokesperson for the Gaylord District Office in matters relating to WRD policies and procedures, water quality principles, and environmental engineering. Interact with the news media, government officials, local citizens, and others concerned with water pollution and public health.
- Assist other district staff responsible for compliance monitoring and projects of interdivisional interest.
- Perform compliance oversight of NPDES facilities and process Part 41 permits for public facilities discharging to surface waters as needed and as assigned, to support and backup other district staff and assist in workload adjustment and equalization.
- Special projects, studies, or other duties as assigned by the District Supervisor.
- Maintain Gaylord District Office and WRD databases, engineering files, microfilms, and other records of construction project approvals and modifications.
- Attend available training and conferences as appropriate.
- WRD safety procedures must be followed in all activities.

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

Most decisions are made independently. This position independently evaluates wastewater facilities for compliance, directs improvements or modifications necessary to maintain compliance, and recommends formal enforcement when necessary to achieve compliance.

Decisions are made about the engineering adequacy of wastewater collection, transportation and treatment system construction projects, engineering adequacy of documents required by the facility's discharge permit, and the engineering adequacy of planning documents for wastewater system improvements. Some decisions are made in the field and during pollution emergencies. Decisions affect the communities that own and operate these facilities and/or projects. In reviewing plans and specifications for a wastewater treatment plant construction project, the community may be directed to correct a design deficiency. Correction of the deficiency would result in greater protection of water quality.

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

Matters of significant public concern or potential controversy, matters that impact EGLE or WRD policy, and situations not well defined by statute, rules, or guidelines are discussed with the supervisor. Where situations are encountered for the first time or are sufficiently complex or sensitive, the district supervisor's knowledge and experience are needed to formulate a proper response. Matters that may involve litigation or involve statewide consistency with interpretation and enforcement of the NREPA are discussed with the supervisor.

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.

Work involves both office and field working environments including inspection of municipal, agricultural, and industrial facilities. Some sampling may be involved. Must be capable of a full range of physical activity on all types of terrain and under variable weather conditions. Normal driving is required. May be required to respond to emergency situations resulting from natural disasters, spills, and other causes.

Emergency response situations require traveling to the affected site, climbing stream banks, and performing other response activities in a variety of weather conditions, some potentially inclement. During response, may be periodically exposed to contaminated soil, water, and/or air. While performing compliance site inspections, must walk through facilities, including storage areas. During these inspections, may occasionally be exposed to wastewater, storm water, and fumes and airborne contaminants from chemical storage or other sources. WRD safety procedures must be followed in all activities. Field work constitutes 25% of the job; office work constitutes 75% of the job. Work involves both office and field working environments. Must be capable of a full range of physical activity on all types of terrain and under variable weather conditions. Normal driving is required.

Physical activities: Standing, sitting, walking, climbing, wading, stooping, digging, kneeling, jumping, and carrying are all done routinely during field investigations. Many field investigations are on undeveloped property. Field work will require walking, wading, and climbing across rough terrain, with thick vegetation and/or other adverse natural conditions.

Conditions/Hazards: Wet, cold, heat, noise, dust, poisonous vegetation, insects and wildlife, wading in water, and working in traffic areas are all encountered when working in the field.

During some types of field work or field responses, may walk upon land occupied by either current or historic agricultural, commercial, or industrial activities or through such site types or facilities. During these inspections/responses, could be occasionally exposed to wastewater, storm water, fumes, and soil or airborne contaminants from or on the site, or from chemical storage or processes on the site, or other sources. WRD safety procedures must be followed in all activities.

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>

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. |

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

22. What are the essential functions of this position?

To conduct comprehensive compliance oversight of wastewater discharge facilities within the Gaylord District Office, including classification of wastewater facilities, surveillance, inspection, monitoring, technical assistance, and enforcement as necessary. Assure that the laws and regulations of the state and programs of the WRD are effectively and uniformly applied, particularly involving Part 41 compliance engineering review responsibilities in the district for public wastewater facilities, in order to protect the public health and prevent unlawful pollution of waters of the state.

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

N/A

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

The function of the WRD's district offices is to assure that the laws and regulations pertaining to water pollution control in the state of Michigan and the programs of the division are effectively and uniformly applied to commercial, industrial, and municipal point source discharges in order to protect public health and prevent unlawful pollution to the waters of the state. This position has engineering and compliance responsibilities for assigned programs for the Gaylord District Office.

25. 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 an Environmental Engineer 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

An understanding of the wastewater programs noted above. In addition, must have the ability to communicate accurately and tactfully with individuals and groups verbally and in writing to other agency staff, plant operators, and citizenry. Computer skills are also necessary. Knowledge of environmental engineering applied to wastewater collection and treatment systems. Employee must have a good working knowledge of water pollution control laws, design criteria, SRF procedures, and groundwater regulations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan driver’s license is preferred.

The ability to obtain and maintain a Professional Engineer’s license in Michigan is highly desirable.

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.