

Position Code 1. EVILICAA36R

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 Licensed-A 12	Water Resources Division
5. Working Title (What the agency calls the position)	11. Section
Senior 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 serves as the recognized resource performing engineering duties and functions of the Water Resources Division's (WRD) Groundwater Discharge Program (GW Program) for all counties in the Gaylord District Office (Alcona, Alpena, Antrim, Charlevoix, Cheboygan, Crawford, Emmet, Montmorency, Oscoda, Otsego, Presque Isle, and Roscommon Counties). This includes all GW Program engineering responsibilities for Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA); the Part 22 Groundwater Quality Administrative Rules promulgated pursuant to Part 31; Part 41, Sewerage Systems, of the NREPA; and the State Revolving Loan Fund (SRLF). This position is located in the Gaylord District Office but reports to the Cadillac District Office - Water Quality Unit.

This position has licensed engineering responsibilities that requires high level engineering decisions. This position communicates and consults with facility owners, operators, developers, builders/contractors, consulting engineers, and scientists. This position involves engineering knowledge and oversight applicable and unique to groundwaters or groundwater discharge wastewater treatment standards, processes, or facilities.

This position also includes compliance oversight for municipal, commercial, and industrial groundwater dischargers under Part 31 and the Part 22 Rules; response to pollution emergencies and incidents; and district compliance and enforcement activities related to Part 31, the Part 22 Rules, and Part 41.

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 55

Serve as the recognized resource performing GW Program engineering duties and functions for all counties in the Gaylord District.

Individual tasks related to the duty.

- Review and process Part 41 permit applications for proposed public wastewater collection, conveyance, and treatment facilities. Review applications and the design bases, drawings, and specifications. Determine adequacy per Part 41 and engineering standards. Convey design and application deficiencies to applicants and consultants, and gain correction. Issue permits when approvable.
- Review reports, studies, and other documents or information as necessary for public wastewater systems and facilities. Ensure adequacy under Part 41. Identify and communicate deficiencies, track submittals, and approve if/when applicable and adequate.
- Perform SRLF Program district engineering duties for wastewater projects requesting or receiving SRLF funds. Review, comment on, and/or approve reports, studies, project plans, plans and specifications, addenda, and change orders for SRLF projects. Perform district engineering tasks per SRLF Program processes and schedules and coordinate with the SRLF Program staff.
- Perform engineering duties related to the GW Program. Review engineering documents related to groundwater facilities, permits, applications, renewals, existing and proposed treatment facilities, and their management or operations. Investigate sites and recommend technical conditions or studies to be included in groundwater discharge permits. Provide engineering reviews of submittals related to groundwater discharge facilities and permits. Supply comments, convey deficiencies, obtain corrections, and recommend approval.
- Assist non-engineering GW Program staff on groundwater quality matters requiring engineering expertise.
- Conduct Part 31 and Part 41 engineering surveys of wastewater facilities or their specific components, including evaluating condition and performance; reviewing operating reports and efficiency analyses; assessing analytical work and facility staffing levels; and reviewing chemical, mechanical, electrical, and hydraulic evaluations. Provide follow-up, including documentation and correspondence.
- Perform construction inspection of wastewater facilities for compliance with issued permits or permit conditions, regulations, and schedules. Consult with owner, operator, and project engineers involving engineering issues, application of standards, and evaluation and approval of design changes during construction.
- Initiate appropriate enforcement actions for violations of Part 41, including but not limited to, those involving construction without a permit. Coordinate with and aid the WRD's Water Quality Enforcement Unit and other applicable agents, agencies, or entities involved with escalated enforcement actions. Provide evidence collection, documentation, and correspondence. Document facts and representative data. Prepare compliance and enforcement documents. Review referral cases for escalated enforcement and assist in case development. Review cases to assure technical soundness, assist in forming enforcement and compliance strategies, make site visits, provide background data, and provide expert environmental engineering testimony in administrative hearings or courts.
- Work on special projects and studies as applicable.
- Provide engineering and administrative assistance regarding lagoon closure plans for wastewater lagoons that are proposed or required to be taken out of service. Ensure and track closure plan submittals, ensure submittals are adequate, facilitate the closure process, and coordinate with other Department of Environment, Great Lakes, and Energy (EGLE) divisions that have roles in the closure process, in accordance with established policy and procedures. Ensure compliance with closure plans after they are approved.
- Represent the district as a GW Program engineer on the WRD's Design Engineering Committee (DEC) and Groundwater Committee. Attend DEC and Groundwater Committee meetings. Complete special projects as assigned. Consult with other engineers and committee chairs. Attend presentations, conferences, and training aimed at expanding and reinforcing expertise in groundwater and water pollution control engineering.
- Use the MiEnviro database for all engineering tasks as appropriate. Assist with the maintenance of district and division engineering files, microfilms, other records of project approvals and modifications, and permit issuance databases.
- WRD safety procedures must be followed in all activities.

Duty 2

General Summary of Duty 2

% of Time 35

GW Program compliance, enforcement, and permit activities for all counties in the Gaylord District Office.

Individual tasks related to the duty.

- Perform Part 31 groundwater discharge compliance oversight. Conduct inspections and sampling at groundwater discharge facilities, review operating and Compliance Monitoring Reports, and evaluate compliance of groundwater discharge facilities with applicable regulations, notices, orders, and issued groundwater discharge permits. Evaluate the effectiveness of treatment operations, maintenance practices, staffing, and laboratory quality programs. Generate and transmit inspection reports to the facility after inspections. Notify facilities of deficiencies and violations. Track and report schedules and inspection activities in the MiEnviro database. Meet with facilities and consultants as needed to attain/maintain compliance.
- Provide district assistance to the WRD's Groundwater Permits Unit. Review, evaluate, and process groundwater discharge permit submittals as necessary per division procedures. Provide district comments on submitted groundwater discharge permit applications for modified, reissued, or proposed new discharges, as requested and assigned by the WRD's Permits Section. Assist Permits Section staff in processing individual permit applications and provide input, information, or comments as requested. Use the MiEnviro database for these tasks.
- Resolve compliance problems using various approaches, including personal contact, regular correspondence, and a series of elevated enforcement options per division and department procedures, as the circumstances warrant.
- Initiate appropriate enforcement actions for violations of discharge permits and/or Part 31. Pursue proper enforcement activities to achieve compliance. Refer facilities for escalated enforcement when necessary. Coordinate with the WRD's Water Quality Enforcement Unit staff, Department of Natural Resources' Environmental Conservation Officers, and others as appropriate. Provide evidence collection, data, documentation, sampling, and correspondence. Assist in case development. Review cases to assure technical soundness, assist in forming enforcement strategies, make site visits, and provide expert testimony in administrative hearings or courts.
- Meet with developers, governmental officials, and others to discuss proposed wastewater facilities and groundwater discharges.
- WRD safety procedures must be followed in all activities.

Duty 3

General Summary of Duty 3

% of Time 5

Pollution Incident Response and Complaint Investigation

Individual tasks related to the duty.

- Respond to, investigate, and resolve pollution incidents and citizen complaints involving threats to water resources of the state resulting from spills, malfunctions of treatment facilities, and illegal discharges reported either directly or through the Pollution Emergency Alerting System (PEAS). This work involves being on call 24 hours per day. Gather information and respond to inquiries from citizens, governmental officials, and industrial officials. Field investigations and coordination with industrial officials and operators or other governmental agencies are often required. Response to these situations, including field work, may be required during non-work hours. Response activities may include sampling and assessment of source and extent of environmental damage, documentation, and evidence collection. Serve as a technical resource on actions necessary to minimize and remediate effects of spills to surface waters.
- Perform follow-up investigations and activities related to spills and illegal discharges, including sampling, reports, and correspondence, until the situation is resolved. Conduct follow-up studies on pollution events, monitor clean-up programs, and make recommendations involving chemical, biological, and other limnologic effects of pollutants. Communicate with the public and EGLE staff, as well as public health officials and other agencies as needed.
- Investigate citizen complaints and respond to questions involving surface water problems.
- WRD safety procedures must be followed in all activities.

Duty 4

General Summary of Duty 4

% of Time 5

Miscellaneous Duties and District Work Assignments

Individual tasks related to the duty.

- Evaluate relative priorities of district functions and recommend to the district supervisor new procedures and guidance to assure that goals and objectives of the division are effectively attained in the district. Assist in development of procedures necessary to implement district and division policy related to municipal wastewater treatment facilities.
- Participate in and/or conduct public meetings, public hearings, and conferences with industrial officials, municipal officials, and the public concerning WRD programs, wastewater transport and treatment, and pollution correction programs.
- Serve as spokesperson for the district in matters relating to divisional policies and procedures, water quality principles, and environmental engineering. May also include interaction 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 by inventorying and assessing water quality problems, evaluating alternatives, setting common compatible goals, and identifying WRD regulatory requirements for corrective action programs.
- Conduct or assist with public outreach efforts.
- Perform other duties, special projects, or studies as assigned by the district supervisor.
- Maintain district files, records, and databases related to all applicable programs administered.
- Participate in other committees as assigned.
- 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.

This position is required to make high-level, advanced, and independent decisions regarding approval of municipal and industrial wastewater collection system and treatment facility designs, compliance inspections, related enforcement activities, and pollution incident response activities that may be immediately dangerous to safety and health or detrimental to the environment, and evaluation of Part 31 groundwater permit related submittals. This position requires understanding of facility operation and performance.

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 groundwater 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.

Water quality and public health and safety can be affected by these decisions. Governmental officials and staff, operators, other agencies, engineering consultants, and the public are among those affected by these decisions to varying degrees.

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

The vast majority of decisions are to be made by the employee since this position is expected to work independently. Decisions that may have the potential to be highly controversial, involve litigation, generate a significant amount of public interest, set a division policy, or involve program precedent are brought to the supervisor's attention.

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 and industrial facilities and some sampling. Must be capable of a full range of physical activity on all types of terrain and under variable weather conditions. Wading and boating may be required. Normal driving is required. May be required to respond to emergency situations resulting from natural disasters, spills, and other causes, day or night. Division safety procedures must be followed in all activities.

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, may walk through facilities, including storage areas. During these inspections, may be occasionally exposed to wastewater, storm water, and fumes and airborne contaminants from chemical storage or other sources. Division 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?

Serve as the recognized resource performing GW Program engineering duties and functions of Part 31, Part 22 Rules, Part 41, and SRLF Programs for all counties in the Gaylord District Office. This includes engineering tasks, permit processing, and compliance and enforcement oversight for groundwater permitted municipal wastewater dischargers or contributing collection systems. Conduct compliance activities and surveillance of municipal collection and treatment systems and wastewater engineering reviews.

Assure that municipal wastewater collection and treatment facilities are designed, constructed, and operated to protect public health, safety, welfare, and the environment. Assure that the laws and regulations pertaining to municipal groundwater point source discharges are effectively and uniformly applied to prevent unlawful pollution to the waters of the state.

Conduct compliance activities and surveillance of groundwater permitted facilities to assure that they comply with laws and regulations of the state and associated programs for groundwater discharge in order to protect the public health and prevent unlawful pollution.

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

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 in 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:

Three 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 P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

A thorough understanding of environmental pollution sources, industrial and municipal wastewater collection and treatment design practices and criteria, state and federal pollution control laws and regulations, and inspection, sampling, emergency response, and enforcement procedures. A full understanding of groundwater hydrology, pollution causes, and knowledge of engineering remedies for preventing groundwater pollution. The ability to communicate effectively both verbally and in writing is required.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a registered professional engineer license as required by the State of Michigan is required.
Valid Michigan driver's license is preferred.

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.