

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
	Environment, Great Lakes, and Energy (EGLE)
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description	10. Division
Environmental Engineer 9-P11	Drinking Water and Environmental Health (DWEHD)
5. Working Title (What the agency calls the position)	11. Section
District Engineer	Field Operations
6. Name and Position Code Description of Direct Supervisor	12. Unit
Jeni Bolt, Environmental Manager 14	Grand Rapids District
7. Name and Position Code Description of Second Level Supervisor	13. Work Location (City and Address)/Hours of Work
Amy Vail, State Administrative Manager 15	350 Ottawa NW, Grand Rapids, MI 49503 40 Hour Week

14. General Summary of Function/Purpose of Position

The district engineer is responsible for the regulatory oversight of community public water supplies as defined by the Michigan Safe Drinking Water Act, 1976 PA 399, as amended (SDWA). The district engineer makes decisions concerning engineering concept and design, operation, and maintenance of community public water supplies, as those decisions relate to public health and the administration of the SDWA. The district engineer serves as the compliance and information contact of the assigned community water supplies. The district engineer reviews applications for permits before the Senior Licensed Engineer or District Supervisor, who is a licensed engineer, issues the permit.

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

Under the supervision of the of the district supervisor and senior district staff, the district engineer reviews Water Quality Data and Type I (Community Water Supply) Surveillance and Evaluation.

Individual tasks related to the duty.

- Completion of sanitary surveys and letters for senior district staff and district supervisor review and approval.
- Surveillance of community water systems.
- Compliance recordkeeping.
- Evaluates and completes source water assessments of community water supplies.
- Assists water supply operators in solving operational problems.
- Routinely communicates issues to the water supplier via letters approved by the district supervisor, telephone conversations, e-mails, and during visits and meetings.
- Reviews water quality data submitted on monthly operation reports or other forms to ensure public health standards are met. If a problem is detected, the district engineer consults with the district supervisor to determine if further evaluation is warranted.
- After consulting with the senior staff, the district engineer may recommend solutions to water supplies which may involve operational changes or treatment modifications.

Duty 2

General Summary of Duty 2 % of Time 20

Construction Plan Review and Recommendation

Individual tasks related to the duty.

- Examines construction plans and specifications, provides summaries and recommendations to licensed district supervisor or senior licensed engineering staff for all water sources, treatment facilities, distribution systems, and water treatment plant waste disposal systems serving the public as required by statute.
- When all requirements are met, a construction permit package is prepared for the review and signature of district supervisor who is a licensed engineer or a senior licensed engineering staff. If approved, then a construction permit is issued to the water supply to proceed with water system improvement.
- Performs computations which are verified by the district supervisor who is a licensed engineer or a senior licensed engineer, to confirm the public health protection and adequacy of the proposed design.

Duty 3

General Summary of Duty 3 % of Time 10

Public Information

Individual tasks related to the duty.

- Assists the district supervisor or other district staff in disseminating information to stakeholders such as water supply owners and operators, the general public, consulting engineers, local, state and federal government officials.
- Topics may include water quality concerns, design considerations, and regulatory functions. Responses to these issues may be through meetings, telephone conversations or written correspondence.

Duty 4

General Summary of Duty 4 **% of Time 20**
Professional Development and Miscellaneous Activities

Individual tasks related to the duty.

- Attends conferences and training sessions aimed at enhancing knowledge and technical expertise in the area of drinking water, engineering and water quality.
- Studies technical papers and manuals to keep abreast of new developments in water treatment.
- Assists water supplies during water emergencies.
- Provides assistance to water supplies in developing and implementing cross connection control programs.
- Processes new water systems approvals to ensure that adequate Technical, Managerial, and Financial Capacity are met.
- Reviews projects submitted for Drinking Water State Revolving Loan Funding, and other regulatory functions defined by SDWA.

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

Initially, most decisions are made with the input of senior staff and the district supervisor. As experience and knowledge is acquired, the engineer will decide independently how to manage their work, which elements of design plans require modification, and whether circumstances encountered in the field represent violations of, or compliance with the SDWA. Errors in judgment could adversely affect water system owners, consumers, and the general public.

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

Where situations are encountered for the first time or where there is no established guidance, policies or procedures to reference and when encountering complex and controversial issues.

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.

This position involves office work, travel, and site visits, with office work comprising about 80 percent of the time, on average. The district engineer routinely handles reports and plan sets. There are site visits to water treatment plants where hazardous chemicals are stored or to construction sites where machinery and equipment are used, and occasionally inclement weather is encountered, including, wet, cold, hot, and dusty 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>

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

23. What are the essential functions of this position?

To carry out a comprehensive program of supervision and control over community public water supplies in the district, including classification of water supplies, surveillance, inspection and monitoring, review of plans and specifications for new projects, and the expansion, alteration, or addition to new existing systems. Assist local utilities to carry out cross connection programs, prepare contingency plans, and provide reliability planning. Examine and certify water treatment plant and water distribution system operators. Review monthly operation reports summarizing the operation of water treatment plants. Identify and monitor areas of potential ground water pollution impacting public water supplies and assist local utilities in analyzing alternatives available for dealing with contaminated source facilities.

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

Position is being downgraded for training purposes according to approved senior standards.

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

District engineer is responsible for completing the tasks outlined in items 15 and 23 in the assigned district as set forth above with general leadership, supervision, guidance, and support from the district supervisor and section manager.

26. 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 Environmental Engineer 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

The ability to communicate accurately and tactfully with individuals and with groups verbally and by letter is essential. The district engineer must be able to meet people and work with them at the technical level and at the lay level. District engineers must have confidence in their ability and yet recognize limitations in new situations. Computer skills are necessary.

CERTIFICATES, LICENSES, REGISTRATIONS:

Engineer in Training Certificate preferred.

A valid 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.