

Position Code

1.

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
Jennifer L.K. Klang, Environmental Manager 14 or Tiffany J. Myers, Environmental Manager 14	Kalamazoo District Office-Water Quality Unit or Jackson 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	7953 Adobe Road, Kalamazoo, MI 49009 or 301 E. Louis Glick Highway, Jackson MI 49201/ 8:00 a.m.-5:00 p.m., Monday-Friday

14. General Summary of Function/Purpose of Position

This position has engineering responsibilities 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 municipal wastewater discharges in an assigned area of the state in order to protect public health and prevent unlawful pollution of waters of the state.

This position performs district compliance and enforcement activities in the WRD's Kalamazoo District Office for the Groundwater Discharge Permits Program in an assigned area of the state to protect public health and prevent pollution of waters of the state.

This position has engineering responsibilities for the Surface Water Quality Program with regard to 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 Jackson District Office. This position also provides engineering assistance to the other WRD programs in the Jackson District.

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 45

Perform compliance and enforcement activities of the Groundwater Discharge Permits Program in an assigned area of the Kalamazoo District with the nature of duties being a combination of routine and nonroutine tasks.

Individual tasks related to the duty.

- Conduct facility inspections and sampling inspections in accordance with the WRD's strategic plan and determine compliance with permits, statutes, notices, orders, and/or administrative rules.
- Pursue enforcement remedies to ensure compliance when necessary and resolve compliance problems using various approaches. Personal contact, regular correspondence, notice letters, district compliance agreements, violation notices, or enforcement referrals may be utilized as the situation dictates.
- Evaluate discharge permits (new or renewable), permit applications, termination requests, permit schedules of compliance (including monthly compliance monitoring reports), and laboratory quality assurance/quality control programs and suggest modifications where appropriate to the WRD's Permits Section.
- Participate in public meetings, hearings, and conferences with industrial and municipal officials for controversial and complex facilities concerning the need for corrective programs where unlawful pollution problems exist or additional treatment is needed to assure the long-range protection of public health and water quality.
- Provide guidance and assistance to the public; and provide technical assistance and excellent customer service to facility operators, managers, and consultants to help minimize instances of noncompliance.
- Enter inspection data into the MiEnviro database.

Duty 2

General Summary of Duty 2

% of Time 35

Provide engineering review and approval for Part 41 construction projects for the Jackson District.

Individual tasks related to the duty.

- Inspect and evaluate facilities to determine compliance with Part 41 and associated requirements.
- 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.
- Review wastewater treatment plant Operation and Maintenance Manuals for new facilities and modifications to existing 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. Meet with developers, governmental officials, and others to discuss proposed wastewater facilities.
- Serve as the district's representative on the WRD's District Engineering Committee, which includes attending committee meetings, completing tasks assigned by the committee, participating in technical discussions, etc.

Duty 3

General Summary of Duty 3

% of Time 10

Provide engineering support to the development, review, and implementation of Asset Management Plans (AMP) for wastewater treatment plants. Provide engineering reviews of reports, documents, National Pollutant Discharge Elimination System (NPDES) and Groundwater Discharge Permit applications, and other submittals as needed.

Individual tasks related to the duty.

- Assist municipalities with the development and implementation of AMPs for wastewater treatment plants, as appropriate.
- Evaluate AMPs submitted to WRD and use the findings to inform other programs in the WRD.
- Review and approve AMPs and AMP annual reports for wastewater treatment plants.
- Review and provide comments/approvals on other submittals (such as Project Performance Certifications, Inflow and Infiltration workplans and reports, Clean Water State Revolving Fund project plans, etc.).
- Review NPDES and Groundwater Discharge Permit applications and provide engineering-related comments, as needed.

Duty 4

General Summary of Duty 4

% of Time 5

Perform evaluations and engineering inspections of technical processes and pollution control facilities to ensure compliance with applicable state and federal water quality regulations.

Individual tasks related to the duty.

- Evaluate existing wastewater treatment plant technologies.
- Perform reviews of operating reports and efficiency analyses.
- Review chemical evaluations.
- Identify mechanical, hydraulic, piping, electrical defects, or similar deficiencies for wastewater facilities with regard to applicable engineering standards.
- Evaluate engineering aspects of technical processes and pollution control facility problems.
- Initiate corrective programs when inadequacies are identified.
- Inspect wastewater facility construction if/as needed, and consult with design engineers relative to:
 - Construction difficulties.
 - Construction techniques and sequencing.
 - Adequacy of proposed construction materials and methods.
 - Application of standards and interpretation of construction codes and guidelines.
 - Evaluation of design changes during construction.
 - Other controversial environmental engineering aspects of construction.
 - Prepare written reports on these pollution problems or performance matters to assure acceptability of future applications.

Duty 5

General Summary of Duty 5

% of Time 5

Other duties as assigned.

Individual tasks related to the duty.

- Provide support and backup to other district staff and assist in workload adjustment and equalization.
- Special projects, studies, or other duties as assigned by the District Supervisor.
- Maintain WRD databases, engineering files, microfilms, and other records of construction project approvals and modifications.
- Attend available training and conferences as appropriate.

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. The person in this position independently evaluates wastewater 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 projects, engineering adequacy of documents required by the permittee'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 systems 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 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. While performing compliance site inspections, the person in this position must walk through facilities, including storage areas. During these inspections, the person in this position is occasionally exposed to wastewater, storm water, fumes, and airborne contaminants from chemical storage or other sources. WRD safety procedures must be followed in all activities. Field work constitutes 40% of the job; office work constitutes 60% of the job.

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, 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, the person in this position 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, the person in this position could be occasionally exposed to wastewater, storm water, fumes, soil, or airborne contaminants from or on the site, from chemical storage or processes on the site, or from 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.

<p>21. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?</p> <p>Yes.</p>
<p>22. What are the essential functions of this position?</p> <p>Perform compliance and enforcement activities for the Groundwater Discharge Permits Program for the Kalamazoo District. Conduct engineering reviews of wastewater discharge facilities for the Jackson District. Assure that the laws and regulations of the state and programs of the WRD are effectively and uniformly applied, particularly involving engineering review (Part 41) responsibilities in the district for public wastewater facilities, to protect the public health and prevent unlawful pollution of waters of the state.</p>
<p>23. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.</p> <p>New position.</p>
<p>24. What is the function of the work area and how does this position fit into that function?</p> <p>The function of the Jackson and Kalamazoo District Office-Water Quality Units is to conduct compliance oversight for the WRD's Surface Water Quality Program and Groundwater Discharge Permits Program. This includes regulating industrial and municipal point sources of treated wastewater to waters of the state and to assure protection of the public health and preservation of the water quality within the district. This position assures that the industrial and municipal point source discharges to surface water are complying with the state and federal laws. This is accomplished by conducting inspections of facilities; performing technical reviews of required submittals and treatment technologies; and public education through communicating with permittees, local governments, citizens, industries, and the news media.</p>
<p>25. What are the minimum education and experience qualifications needed to perform the essential functions of this position?</p> <p>EDUCATION:</p> <p>Possession of a bachelor's degree in engineering.</p>
<p>EXPERIENCE:</p> <p>Environmental Engineer 9 No specific type or amount is required.</p> <p>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.</p> <p>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.</p>
<p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <p>An understanding of the wastewater programs identified in this position description. 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 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, State Revolving Fund procedures, and water quality regulations.</p>
<p>CERTIFICATES, LICENSES, REGISTRATIONS:</p> <p>Valid Michigan driver's license is preferred.</p> <p>The ability to obtain and maintain a Professional Engineer's license in Michigan is highly desirable.</p>
<p>NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.</p>

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.